CLASSIFICATION & POSITION MANAGEMENT

National Guard
Technician Personnel Management Course

Authority & Delegation

5 USC 51 (Classification)

5 USC 5341 (Prevailing Rate Systems – FWS)

5 CFR 511 (Classification under GS)

- Office of Personnel Management (OPM)

32 USC 709 (The National Guard Technicians Act of 1968)

- DoD
- NGB

TPR 511 (Classification & Position Management, 15 Jun 07)

- NGB-J1 (Technician Personnel)
- NGB-J1-TNC (Classification)

Classification

The process of determining the appropriate pay plan, series, and grade of a position based on its designated duties and responsibilities, and consistent with prevailing laws, standards, and guides.

GS-0201-11
WG-8852-10
GS-0318-06

Purpose of Classification

- To determine the basic rate of pay

- Is the basis for pay equity under the law
(equal pay [grade] for equal work)

- An approved, final job classification becomes the legal basis for setting pay for the position

Position Management

The process of organizing and assigning work to and among positions, in order to accomplish mission requirements in the most economical and efficient manner possible.
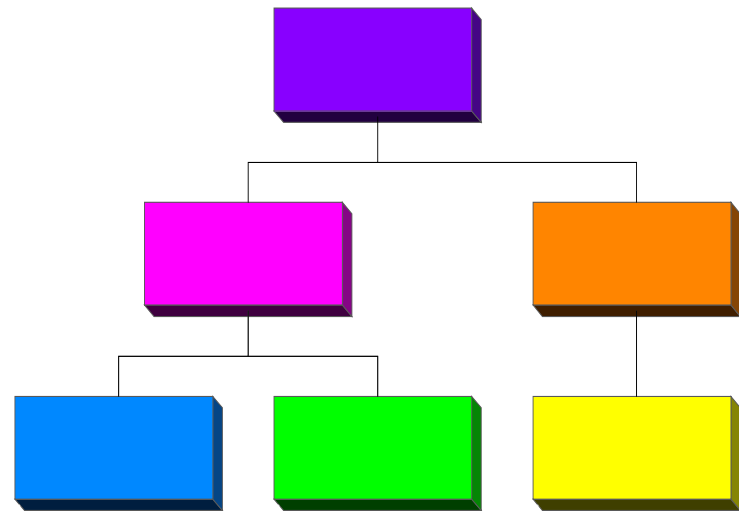
Definitions

- Position – The work consisting of all the duties and responsibilities currently assigned or delegated by competent authority, requiring full time employment (5 CFR 511.101)

    ✓ Can't fill without funding; otherwise it is just an unfunded requirement or billet
    ✓ Funding doesn't make a position; a valid requirement does

- Series – Classes of positions similar in specialized lines of work, but differing in difficulty, qualifications, or responsibility; may contain multiple grades

    0200 – HR Management Group
    0201 – HR Management Series
    0260 – EEO Series

Role of Classification in Position Management

- Assist managers with assessment of full time structure of work center or unit organization

- Provision of position description (PD) choices, intermediate grades, and statements of difference.

- NGB PD Release implementation

- Perform position classification surveys (desk audits)

- Ensure US Governmental standards are met for supervision, structure, grades, rating chain, etc.

Who is involved in Position Management?

- Chief, NGB
  - ➢ NGB–J1–TNC
  - ➢ NGB Functional Managers
  - ➢ NGB Manpower

- HROs
- State Classifiers
- Managers & Supervisors

Position Management Considerations

- Economy & Efficiency
  - ✓ Avoid reorganizations to simply support higher grades
  - ✓ Not top-heavy

- Motivation
  - ✓ Structure some jobs at trainee level
  - ✓ WG-5801-10/08/05

- Supervisor to employee ratio
  - ✓ Some positions are inherently supervisory, some not
  - ✓ Use as few as possible to accomplish mission safely

Do Not Count in Classification

- Volume of work
- Scarcity of new employees
- Relative efficiency
- Personality
- Unusual qualifications
- Unusual diligence or compensatory time
- Financial need
- Personal appearance
- Length of service
- Military rank

Do Count in Classification

- Nature and variety of work

- Difficulty and complexity of the work

- Authority and responsibility exercised

- Extent of supervisory controls over the work

- Qualifications required by the position

Result of Classification

✓ A properly assigned Position Description (PD) to a valid, funded position

✓ PD is best assigned prior to the fill of a position

✓ No violations of position classification standards, supervisory ratio, or law

The Position Description

- Represents a written record of major duties and responsibilities (but not all!) assigned to a position
- Provides a basis for job objectives in performance management (PAA)
- Formalizes authority, qualifications and required Knowledge, Skills, & Abilities (KSAs)
- Used as the basis for almost all other personnel actions
- Helps achieve:
  - ✓ Equal pay [grade] for equal work
  - ✓ Hiring qualified people for the job
  - ✓ Human Resources development
  - ✓ Career progression
  - ✓ Equitable RIF determinations

Types of Position Descriptions

Standardized PD – mission-driven, applied across all or most of the 54 (nationwide), appropriate to support a number of like positions in an organizational segment, approved and published by NGB-J1-TNC

Exception PD – locally-driven to change the duties of a standardized PD, resulting in a one-of-a-kind PD for a particular location; very rare, and approved by NGB-J1-TNC

Major Duties within a PD

- Listed in descending order of importance

- Comprise of 25% or more of a position's time

- Must be regular and recurring

- Should be represented in the job objectives of the performance plan

Position Description Amendments / Pen & Ink Changes

- "Minor" changes to the existing PD which do not impact the series, title or grade of the core document

- Prior to Implementation: a PD amendment must be evaluated & approved by the Classifier, signed by the first line supervisor & incumbent

- This results in accurate statement of assigned duties & responsibilities for incumbent's evaluations

- Addition or deletion of duties that significantly affect pay plan, title, series or grade is not authorized

Statements of Difference (SODs)

- Used to temporarily support a trainee position
  - WG-5801-10/08/05
  - GS-0201-07/09

- Aids supervisors in recruiting trainees when recruitment at the full target grade is difficult

- Not used for supervisory positions or grades above GS-11

- Trainee works under the leadership of a seasoned subject matter expert (SME)
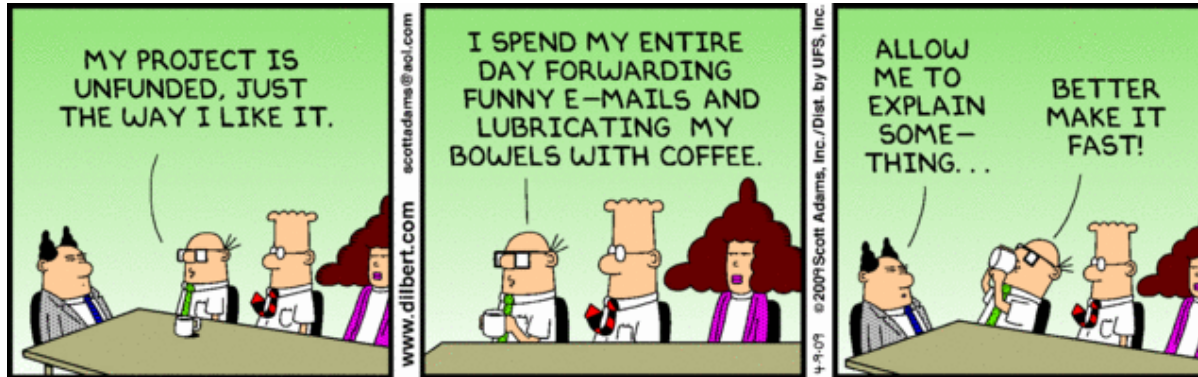
Supervisory Certification of PD

- The PD describes a position's principle duties, responsibilities and supervisory relationship

- The supervisor's signature on the OF-8/cover page indicates agreement with accuracy of duties and responsibilities described therein

- Maintain a signed copy in Supervisor's work folder

- Optional

Classification Surveys [Desk Audits]

- The purpose is to assure that jobs, not people, are correctly classified and the position is correctly functioning within the organization

- NGB Position Description Releases (PDRs)

- Change in Classification Standards

- Organizational & Structural Changes

- Requested by supervisor, not employee (it is not a right or entitlement)

Position Surveys

- A fact-finding visit to the job site or via telephone

- Incumbent and supervisor are interviewed

- Vacant positions can be audited via discussion with the supervisor

- Group audits can be conducted when several incumbents occupy identical additional positions

Supervisor's Role in Position Surveys

- Ensure written request is received at HRO to initiate the process
  - ✓ SF 52 (RPA)
  - ✓ Substantial justification and explanation
  - ✓ Organizational chart (with all job statuses)

- Allow time for employee to complete the position survey questionnaire

- Interview with Classifier after employee's interview

Results of a Position Survey

- No change

- An amendment to existing PD

- Reassignment to another nationwide PD, with no grade change

- Recommendation for implementation of a lower or higher graded PD for position

- Development of an exception PD along with the NGB Functional Manager (FM)

NGB PD Releases

- NGB issues nationwide standardized PD changes due to one or more of the following:

  - Implementation of new OPM Classification Standards

  - Periodic manpower studies

  - New organizational structures (Joint Force)

  - New Missions to the ARNG / ANG

  - Abolishment or re-describing of older PDs

Misconceptions about PDRs

- Positions are automatically going to be upgraded or downgraded - NOT TRUE!

- Other states have "already upgraded" all their positions - NOT TRUE!

- Position surveys are not required - NOT TRUE!
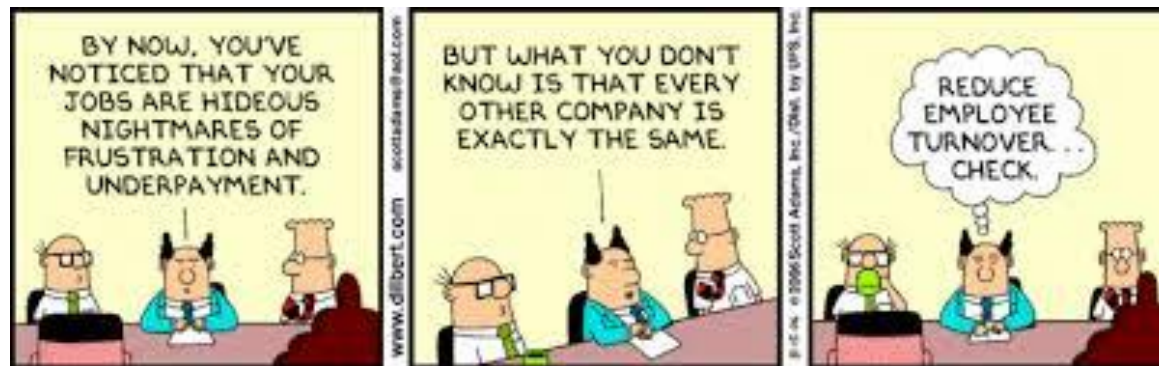
Classification Appeals

- An employee may appeal the classification of his/her position only

- A person may not appeal the classification of someone else's position

- If an employee appeals, the supervisor must:
  - ✓ Ensure the PD is complete
  - ✓ Discuss PD concerns with the employee; attempt an informal resolution
  - ✓ If that fails, advise the employee to work with the HRO Classifier

QUESTIONS