

CLASSIFICATION & POSITION MANAGEMENT

National Guard
Federal Employee Management Course



HRO Classification

Who we are:

Classifier - Classifying positions in a variety of technical and specialized fields.

What we do:

- Ensuring employee is assigned to the appropriate PD.
- Conduct job evaluation.
- Reviewing the duties, responsibilities, scope, and complexity of a position description to determine the job title that most appropriately matches the job specifications and standards.

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

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

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

- Is a written record of **major** duties and responsibilities
- Provides the 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

Major Duties within a PD

- In order to be considered a Major Duty, the duty:
 - Should Comprise at least 25% of position's time
 - Must be regular and recurring
- Major Duties:
 - Are Listed in descending order of importance
 - Should be captured in the elements of the performance plan



Amending Position Descriptions (A.K.A. Pen and Ink Changes)

- Change is an inevitable reality, and duties evolve
- PDs should match reality, for purposes of evaluation
- In response, Supervisor can amend PD when:
 - Change is minor, which does not impact the series, title or grade of the core PD
 - Change is evaluated & approved by the Classifier, signed by the first line supervisor & employee
- This results in a PD that accurately states the assigned duties & responsibilities for incumbent's evaluations
- Addition or deletion of duties that significantly affect pay plan, title, series or grade (non-minor) is not authorized

Supervisory Certification of PD

- Supervisors are responsible for validating the accuracy of the PD's major and minor 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

Classification Surveys [Desk Audits]

- Change Happens! Desk Audit:
 - What: Conversation and determination
 - Why: The purpose is to assure that **jobs**, **not people**, are correctly classified and the position is correctly functioning within the organization
 - When:
 - 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

- Position Surveys are basically desk audits in mass
- Are appropriate when several employees occupy identical positions
- Classifier will conduct survey in person or remotely
- Incumbent and supervisor are interviewed
- Vacant positions can be surveyed via discussion with the supervisor

Supervisor's Role in Desk Audits and Position Surveys

- Supervisor (*not employee*) submits a written request to HRO to initiate the process, which consists of:
 - ✓ SF 52 (Request for Personnel Action)(RPA)
 - ✓ Substantial justification and explanation
 - ✓ Organizational chart (with all job statuses)
- Allow time for employee to complete the position survey questionnaire
- Supervisor Interviews with Classifier after employee's interview

Possible Results of a Position Survey

- **No Change** to existing PD
- An Amendment (**Change!**)
- **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 Position Description Release (PDR)

- Position Surveys are also triggered when NGB issues *nationwide standardized PD changes* due to one or more of the following circumstances:
 - Implementation of new OPM Classification Standards
 - Periodic manpower studies
 - New organizational structures (e.g. Joint Force)
 - New Missions to the ARNG / ANG
 - Abolishment or re-describing of older PDs

Classification Appeals

- An employee may appeal the classification of their 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

