



United States Department of the Interior

OFFICE OF THE SECRETARY
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PERSONNEL BULLETIN NO: 24-10

SUBJECT: Position Classification for Program Management Series, 0340

1. Purpose. This personnel bulletin (PB) establishes the Department of the Interior's (Department, Interior) policy guidance and position management and classification clarifying instructions for the use of Program Management Series, 0340.

2. Authorities.

Position Classification Flysheet for Program Management Series, 0340, May 2019
Interpretive Guidance for Project Manager Positions, May 2019
Position Classification and Qualifications Guidance
5 U.S. Code § 5104 - Basis for grading positions
Title 5, United States Code, Section 101-105
Introduction to the Position Classification Standards, August 2009
Administrative Analysis Grade Evaluation Guide, August 1990
The Classifier's Handbook, August 1991

3. Background. May of 2019, the U. S. Office of Personnel Management (OPM) updated the position classification flysheet for Program Management Series, 0340, and provided the series definition and titling instructions. In the *General Schedule (GS)* position classification system established under chapter 51 of title 5, United States Code, the positions addressed within this series are two-grade interval positions at the grade GS-13 and above. This PB provides agency classification and position management advisory guidance and interpretation on appropriate use and implementation of this occupational series throughout the Department. Management and hiring officials throughout the Department both historically and recently have requested the use of the 0340 Series assignment for first-level supervisory positions in organizations which contain subordinate administrative and professional series positions. In addition, management has proposed the option of utilizing the 0340 Series when classifying GS-13 full performance level and developmental GS-12 positions, since OPM permits GS-13 and higher grades assignments.

4. Criteria for Classifying Program Management, Series 0340 Positions

- a. Per OPM guidance and applicable appeal decisions, the 0340 Series covers all classes of positions for which the duties are to manage or direct agency programs, or to assist in a line capacity in managing or directing, one or more programs, including appropriate

supporting service organizations when the paramount qualification requirement of the positions is *management and executive* knowledge and ability, and when the positions *do not require competence in a specialized subject-matter or functional area*.

- b. The “Programs” managed and executed involve *broad objectives* such as: national defense, law enforcement, public health, safety, and well-being; collection of revenue; regulation of trade; collection and dissemination of information; and the delivery of benefits or services. *Programs are of such magnitude that they must be carried out through a combination of line and staff functions.*
- c. *Paramount duties involve the development of detailed plans and milestones to ensure proper sequencing of events/tracking and costs throughout life cycle of program; the determination of best approach of accomplishment of program mission; the establishment of the program’s objectives for determining when objectives have been met; the planning of comprehensive evaluation system and analysis of costs, program development and performance, and the management of short-and long-range planning – multi-year plans products of subordinate organizational projects and programs.* The work must include significant leadership and oversight of programs or program segments that span multiple organizational levels and have a bureau/service-wide impact.
- d. *AGENCY* is defined as “department” of the Federal Government that has the authority to hire employees in the competitive, excepted, or senior executive service. Examples include the Department of the Interior, Department of Transportation, Small Business Administration, Federal Trade Commission, etc. For purposes of this Personnel Bulletin (PB), “*AGENCY*” is an “Executive” department which has primary authority and responsibility for the administration of substantive national programs enacted by Congress with missions and field activities, multibillion dollar programs or resources to manage.
- e. NOTE: The 0340 Series cannot be used as a “catch all” series for *ALL* agency positions which perform duties involving the management of a program. The Series is not appropriate for positions which function, a “preponderance of time, as 1st level supervisors who day-to-day operate individually assigned programs and supervise a group of subordinate staff employees.” These positions require necessary qualification in a “specialized subject matter and/or functional competency” and therefore are classifiable to the “specialized or general occupational series” most appropriate and reflective of the paramount work performed.

5. Distinctive major duties and assignments performed by 0340 Program Manager positions are reflective of the following:

- a. Conduct high level in-depth research and planning strategies and serve in a vital role in executing *Program* from “an overall agency perspective” - emphasis on a “*specific*” *Program*.
- b. Assess, manage, and eliminate risks related to the *Program* costs, scheduling, and performance; and directs high-level work activities of multiple teams - where the teams are led by “project” managers.

- c. Develop, manage, and document short and long-range *Program* budget planning activities which include multi-year plans, tasks, milestone dates and schedules to ensure proper sequencing of events and tracking of processes and costs through the lifecycle of the *Program's* projects; and establish objectives and units of measure for determining when objectives have been met.
- d. Coordinate and lead meetings with internal senior level staff and Departmental agency officials to collaborate and negotiate on the *Program's* status, major milestones, and coordination to detect in advance potential slippage and/or increase costs.
- e. Serve as the principal advisor over the *Program* and its multiple project activities; overseeing the analysis of cost effectiveness; preparing periodic status reports marking costs, schedule, and performance.

6. Examples of positions within the Department authorized for classification in the 0340 Occupational Series:

- a. Senior Executive Service (SES) Positions: These roles involve top-level leadership and management responsibilities across the Department of the Interior. SES positions are accountable for executing agency-wide initiatives, strategic planning, and high-stakes decision-making that impact national programs and policies.
- b. Deputy Positions reporting directly to SES Positions: Deputies to SES positions support and assist in the overall management of the organization. They often have significant program oversight responsibilities, ensuring continuity of operations and alignment with the agency's strategic objectives. These roles include substantial authority over program areas and provide critical leadership in the absence of the SES, in accordance with OPM's General Schedule Supervisory Guide (GSSG) requirements.
- c. Other Positions Responsible for Managing Bureau/Service-Wide Programs or Program Segments: These positions oversee the management of specific programs or program segments that have Bureau or Service-wide impact. They ensure that program objectives are met and align with the strategic goals of the Bureau or Service. These positions require advanced executive knowledge and ability, which include strategic leadership, comprehensive program management, and the authority to drive significant program and organizational change. The classification to the GS-0340 series is appropriate *ONLY* when the paramount qualifications involve the management and execution of agency-level programs, rather than specialized subject-matter expertise. Positions that require specialized subject-matter expertise must be classified within the "specialized or general occupational series" most appropriate and reflective of the paramount work performed.

7. Official Titling and Additional Relevant Series Information:

- a. The Official Title for Program Management, Series 0340 position is:
PROGRAM MANAGER.

- b. The Program Management occupational information can be inclusive of any manager role, including those positions *NOT* classified in the 0340 Series. However, positions which require specialized subject matter knowledge must be classified to the appropriate occupational series reflective of the paramount duties performed. In these cases, OPM authorizes the use of “program manager” as the official “*parenthetical title*” *ONLY*. For example: Grant Management (Program Manager), Wildlife Biologist (Program Manager), Botanist (Program Manager) or General Engineer (Program Manager), etc.
- c. The 0340 occupational series is limited to two-grade interval full performance positions classified at the GS-13 and above grade levels. Developmental positions are designed to provide training and experience to prepare the employee for higher-level work. Since developmental positions do not involve full program management responsibilities, the Department does not authorize classification of developmental positions in the GS-0340 series.
- d. The 0340 occupational series is limited to positions which operate within the agency’s higher level environmental-scope settings, Interior’s program executive or Bureau Headquarters (National, Regional and/or State levels) in grades GS-14, GS-15, or Senior Executive Service. These “Program Managers” function as recognized experts in the management and execution of complex programs of higher echelon latitude. These positions execute specific program mission authority as it relates to all Bureaus and develop program functions, manage agency resources and operations, measure and evaluate new and/or modified legislation for projected impact upon the agency, and function with *full autonomy*.
- e. In contrast, positions which perform management of a program within a unit, field, or equivalent level of Bureaus’ organizational settings do not meet the threshold and therefore will *NOT* be classified within the 0340 Series.

8. Definitions: Program and Program Segment

- a. Program: The Department represents the top *AGENCY Program*. The mission, functions, projects, activities, laws, rules, and regulations which an agency is authorized and funded by statute to administer and enforce. Exercise of delegated authority to carry out *Program* functions and services constitutes the essential purpose for the establishment and continuing existence of an agency.
 - (1) The focus of a *Program* may be on providing products and services to the public, State and local government, private industry, foreign countries, or Federal agencies. Most *Programs* have an impact or effect which is external to the administering agency. In addition, comparable agencywide line or staff *Programs* essential to the operation of an agency are considered *Programs* in applying this guide; the impact of these *Programs* may be limited to activities within one or a few Federal agencies.

(2) A *Program* may be professional, scientific, technical, administrative, or fiscal in nature. Typically, *Programs* involve broad objectives such as: national defense; law enforcement; public health, safety, and well-being; collection of revenue; regulation of trade; collection and dissemination of information; and the delivery of benefits or services. However, specialized or staff *Programs* may be considerably narrower in scope (e.g., merit systems protection; nuclear safety; and agencywide personnel or budget programs). *Programs* are of *such magnitude* that they must be *carried out through a combination of multiple line and staff functions*.

- b. Program Segment: The Department's *BUREAUS* represent subordinate program segment and encompass *National, Regional, and State subdivisions* of the Agency's organization functions, providing complex administrative, technical, and/or professional services directly affecting a large or complex multi-mission Bureau program segment.

9. Differentiation between Project and Program

- a. A *Project* serves to develop, modify, or enhance a product, service, or system and is constrained by the relationships among scope, resources, and time. In contrast to a "*project*", which has a defined beginning and end, a "*PROGRAM*" is an ongoing long-range operation. Likewise, a *PROGRAM* *encompasses the missions, functions, operations, activities, laws, rules, and regulations that the Department (AGENCY) is authorized and funded by statute to administer and enforce to provide products and/or services to the public*. The *AGENCY* distributes available funding to carry out continuing *PROGRAMS* and any ongoing staff support they require.
- b. *PROGRAMS* classified in 0340 Series *exercise independent delegated authority to fully carry out "PROGRAM" functions and services which constitute the essential purpose for the establishment and continuing existence of an agency-led mission*.
- c. A *Program Manager* position classified within Series 0340 has delegated authority over authorized programs/projects with budgeted line items from Congress. *The position also formulates and executes the program/project budget. This does not include large umbrella "programs" that do not have their own appropriation or authorization or for which multiple organizations have a responsibility such as the Endangered Species Act and National Environmental Policy Act*.
- d. NOTE: There may be positions which perform "similar work" reflective of appropriately assigned Program Management Series, 0340 positions; however, they are:
 - (1) not to the extent of the paramount knowledge required;
 - (2) not the reason for the position's existence;
 - (3) not the mission and/or function of the organization; and
 - (4) not the recruitment sources for the best qualified candidates to warrant classification to the series.

10. Additional Occupational Considerations.

a. If the work involves:

- (1) Positions which are analytical and have as their paramount qualification requirement specialized subject-matter knowledge and skills equivalent to those required of a fully trained employee in the particular subject-matter occupations, such positions should be classified in the appropriate specialized series, or if none is established, in the Miscellaneous Administration and Program Series, GS-0301.
- (2) Positions which evaluate Government programs and operations, or the effectiveness, efficiency, or productivity of Federal agencies, such positions should be classified in the appropriate specialized Management and Program Analysis Series, 0343.
- (3) Positions which manage, direct, or assist in a line capacity one or more programs, when qualifications of the position do require competence in a specialized subject-matter or function area, such positions should be classified in the appropriate specialized series, or if none is established, in the Miscellaneous Administration and Program Series, GS-0301.
- (4) Positions which perform work serving to manage projects, i.e., develop, modify, or enhance a product, service, or system and is constrained by the relationship among scope, resources, and time, such positions meet the requirements of the Interpretive Guidance for Project Manager Positions.
- (5) Positions which advise on or supervise planning, organizing, analytical, or equivalent work not of a clerical nature necessary in providing or negotiating for two or more administrative functions or services necessary for the internal administration, operation, and functioning of an organization when the paramount qualification requirement is subject-matter or functional knowledge or skill in executing such administrative function or service, such positions should be classified in the appropriate specialized series, Administrative Officer Series, 0341.

11. Program Management, GS-0340 Positions - Performing Supervisory Functions.

- a. The Program Management, 0340 Series is a general “*MANAGERIAL*” series making it suitable for establishment at the GS-14 and GS-15 grade levels within the *agency’s headquarters and/or Bureaus’ higher echelon environments*. While some 0340 positions include supervisory responsibilities, OPM’s primary intent for this series is to oversee an “*agency Program or Program segment*” by exercising full delegated authority to independently manage the Program; producing agency products and services; and operating autonomously through directing project managers to execute a “specific” program mission. These are the paramount requirements; most important type of subject matter knowledge and experience required to perform the work; and the primary purpose for establishing the positions.

- b. The GSSG is the appropriate classification guidance for supervisory positions primarily responsible for overseeing work through a combination of technical and administrative direction of others. To qualify under this Guide, supervisory duties must constitute a major portion of the position's responsibilities, occupying at least 25% of the incumbent's time, and meet at least the minimum criteria for Factor 3, which is based on the supervision of employees.
- c. In illustration, GS-13 first level official supervisors (line managers), nor technical GS-13 non-supervisory, positions (i.e., field/unit, etc., levels) functioning within a Bureau environment do not fully meet the tenets as outlined within the Program Management, 0340, occupational series for classification assignment. The paramount duties performed by GS-13 first level official supervisory positions mainly involve day-to-day administrative and technical direction and oversight of subordinate staff.

12. Distinguishing 0301 Positions from 0340 Positions.

- a. Positions classified within the Miscellaneous Administration and Program Series, GS-0301, perform, supervise, or manage *nonprofessional (mixtures of work classifiable in more than one occupational series)* which requires analytical ability, judgment, discretion, and knowledge of a substantial body of administrative or program principles, concepts, policies, and objectives. The essential criteria for classifying positions in this series are: 1) that the primary work of the position is of an administrative, two-grade interval nature; and 2) that the primary work of the position is not classifiable in any other series. *NOTE:* OPM defines professional series positions as those which require education and training in the principles, concepts, and theories of the occupation (gained only through completion of a specified curriculum at a recognized college or university. This requirement is called a "positive education requirement" and is common to professional occupational series.
- b. Series 0301 positions involve *specialized* work for which *no appropriate occupational series has been established*. Typically, positions in this series are too few of a kind, some involving new or emerging work, or a mixture of work that cannot be identified with an established series. However, when assessing major duties described and performed, the specialized series that "*best-fits the type of work*" will be chosen and classified in that series rather than the 0301. The GS-0301 Series will be used *ONLY* as a final option.
- c. Administrative work involves the exercise of analytical ability, judgment, discretion, and personal responsibility, and the application of a substantial body of knowledge of principles, concepts, and practices actively applicable to one or more fields of administration or management. While these positions do not require specialized education, they do involve the type of skills (for example, analytical, research, writing, and judgment) typically gained through a college level education, or through progressively responsible experience. Employees engaged in administrative work are concerned with analyzing, evaluating, modifying, and developing the basic programs, policies, and procedures which facilitate the work of Department and its programs.

Positions apply knowledge of administrative analysis, theory, and principles in adapting practice to the unique requirements of a particular program.

- d. *EXAMPLE:* The Management and Program Analysis Series, 0343, includes administrative work and positions which primarily serve as analysts and advisors to management on the evaluation of the effectiveness of government programs and operations. Positions classified in the 0343 series require knowledge of the substantive nature of agency programs and activities; agency missions, policies, and objectives; management of processes; and the analytical and evaluative methods and techniques for assessing and improving organizational effectiveness and efficiency.
- e. In contrast, positions classified within the Program Management Series, GS-0340, encompass the missions, functions, operations, activities, laws, rules, and regulations that “an agency” is authorized and funded by statute to administer and enforce. Programs normally provide products and/or services to the public. The Department distributes available funding to carry out these continuing programs and any ongoing staff support they require. Then, *Program Managers* assigned utilize knowledge of the principles, methods, and tools for developing, scheduling, coordinating, and managing projects and resources, including monitoring, and inspecting costs, work, and contractor performance. They are accountable to the agency for program’s success which encompasses the full range of factors within the program’s life cycle: budgeting allocated resources to achieve objectives; giving account for government resources usages; dealing with key officials both within and outside of the agency to gain buy in through collaborations which foster understanding of program/project requirements.
- f. Care must be taken not to confuse 0301 positions with 0340 positions. Series 0301 positions perform, as a major duty assignment, specialized administrative “mixed work” where the primary work of the position is not classifiable in any other series. Whereas 0340 positions customarily manage and direct a program from an agency-wide view; are strategic program-managers who oversee and coordinate various projects, products, and other key initiatives across the organization - and guide project managers to ensure they are all working effectively towards the organization’s overall objective.

13. Management and Hiring Officials.

- a. When composing and establishing position descriptions, management and hiring officials are required to fully describe: 1) the “specific title” of the *Program* or *Program Segment* which the position will manage and execute (within the Introductory Section) of the position description; 2) a brief description of the *Program* or *Program Segment*’s mission and function statement; and 3) the major duties and responsibilities assigned and performed by the “*Program Manager*” within the “body” of the position description, with emphasis on program management functions and mission requirements.
- b. Management and hiring officials are expected to partner with servicing human resources office (SHRO) and Classification Specialists for advisory guidance and classification consulting services and assistance.

14. Bureau Human Resources Classification Specialists.

- a. The establishment of Department and Bureau-level Standardized Position Descriptions (SPDs) for Program Management Series, 0340, is prohibited.
- b. The establishment of this policy supersedes Personnel Bulletin #20-05 (Standardized Position Descriptions for Program Management, 0340) and abolishes SPDs # DD 00100 and DD 00200, DD 00300.
- c. Positions classified to the Program Management Series, 0340, are limited to the GS-14 and GS-15 grade levels, with the exception of those positions approved via waiver request described in section 14(d) below.
- d. Positions classified to the Program Management Series, 0340, at the GS-13 grade level are extremely rare due to the high level of program authority and management and executive knowledge and ability required. Program management roles typically involve comprehensive oversight and strategic direction of significant programs that span multiple organizational levels. Such responsibilities typically necessitate higher-grade levels (GS-14 and above) to reflect the complexity, breadth of impact, and executive nature of these roles.
 - (1) Proposed position descriptions for classification in the Program Management Series at the GS-13 grade level are not authorized unless delegated classification authority and final approval is granted by the Department's Office of Human Capital Classification Policy division.
 - (2) All proposed position description requests for classification authority of Program Manager, 0340, positions at the GS-13 full performance grade level must be endorsed by the Bureau HR Classification Specialist who has been granted *delegated classification authority (DCA)*, through the Bureau Human Capital Office (HCO), and forwarded to the Department's Classification Policy office for waiver request and final classification approval.
 - (3) Proposed position description request packets should include:
 - (1) the justification memorandum
 - (2) the proposed position description
 - (3) the organization chart associated with the proposed position description
 - (4) the position's classification evaluation report completed by the DCA classifier.
- e. When establishing positions within the Program Management Series, 0340, Bureau HR Classification Specialists with *DCA*, in collaboration with management/hiring officials, must ensure the major duties and responsibilities performed by the position fully describe the "specific program or program segment" managed and executed, including how the major duties performed directly correlates to the overall mission of the agency.

- f. All currently established position descriptions within the Program Management Series, 0340, must be thoroughly assessed by the HR Classifier with *DCA* to ensure final title, series, and grade of classification determinations are consistent with regulatory guidelines, OPM classification standards and guides, and DOI policy guidance.
- g. Position descriptions classified within the Program Management Series, 0340, which are not in compliance with this policy guidance, must be re-classified by the HR Classifier with *DCA* and assigned to the appropriate title, series, and grade within 1 year of PB issuance. Corrective action(s) notification must be reported to the Department, Classification Policy office, via spreadsheet and 1) list the previous title, series, and grade determinations, and 2) the re-classified title, series, and grade determinations.

15. Inquiries. Any employee or employee representative seeking further information concerning this policy may contact their respective SHRO. SHROs must confer with their Bureau human capital policy offices for clarity on this policy. Bureau human capital offices may contact the Office of Human Capital at DOI_Office_of_Human_Resources@ios.doi.gov.

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