



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, DC 20240

Memorandum

**FEB 23 2018**

To: Bureau Human Resources Officers

From: Raymond A. Limon *RL*  
Director, Office of Human Resources

Subject: Position Management and Position Classification Personnel Bulletin and Handbook

The attached Position Management and Position Classification Personnel Bulletin (PB) and Handbook establish and clarify policies and operational instructions relative to position management and position classification program department-wide. This guidance covers the General Schedule and Federal Wage System.

This policy updates and consolidates previous classification and position management policies that were issued through Departmental Manual chapters, Personnel Bulletins and Personnel Management Letters. The updated PB and Handbook re-align the Department of the Interior (DOI)'s policies to current U.S. Office of Personnel Management (OPM) guidance, including areas of exposure to risk of non-compliance identified by OPM, to ensure DOI is executing its delegated classification authority within OPM's intent. Although most of the policy doesn't fundamentally change, there are some key updates/clarifications that may impact some current DOI classification practices, including:

- Establishing a Departmental position classification conflict resolution process is to resolve disagreements between supervisors and their servicing classifiers. (Appendix A)
- Highlighting the requirement for bureaus to delegate classification authority in writing to the appropriate human resources (HR) specialists. (Handbook, 2.1)
- Emphasizing HR specialists with delegated classification authority must be trained and oriented in all position classification legal and regulatory responsibilities prior to the delegation. (Handbook, 2.1)
- Provides clarity of HR and management roles in classification/position management.
- Establishes the bureau requirement to conduct formal, periodic reviews of all positions within their organization to ensure that position descriptions (PDs) are current and accurate and that obsolete PDs are abolished. (Handbook, 2.2)
- Emphasizes the requirement to review/recertify all PDs every 5 years. (Handbook, 2.9)
- Addresses the inappropriate practice of developmental, trainee and/or career ladder supervisory positions. (Handbook, 2.13)
- Clarifies guidance on accretion-of-duty promotions. (Handbook, 2.17)

OHR plans to host several webinars, beginning in March 2018, to assist HR professionals and managers implementation of sound classification and position management based on the updated

policy. As questions arise, the Office of Human Resources will work with bureau classification specialists to establish a list of common FAQs by April 2018.

Please ensure your senior human resources specialists familiarize themselves with the updated policy, and encourage them to work closely with their supported managers to successfully navigate the requirements.

Please contact your servicing HR office, if you have additional questions. Bureau headquarters classification specialists may contact Renae Lockwood at [renae\\_lockwood@ios.doi.gov](mailto:renae_lockwood@ios.doi.gov), if there are additional questions.

Attachments



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## **PERSONNEL BULLETIN No. 18-03 (511)**

**SUBJECT:** Position Management and Position Classification Policy and Handbook

**1. Purpose.** This Personnel Bulletin (PB) and the attached Handbook establish updated Department of the Interior (DOI) policy. This PB supplements policy prescribed by 370 DM 312 *Position Management*; supersedes 370 DM 511 *Position Classification Under the Classification Act System* (archived); abolishes Personnel Management Letter No. 93-20 (511), dated November 8, 1993, and abolishes 370 DM 532-1, 56.1, S7.1 – S7.9 of the *Federal Wage System – Job Grading System and Job Grading Appeals*.

**2. Authority.** 5 U.S.C. Chapter 51, sections 5101 to 5115, and 5 C.F.R. Part 511, which govern Classification under the General Schedule. The legal and regulatory bases for the Job Grading System are in 5 U.S.C. Chapter 53, section 5346 and 5 C.F.R. Part 532, Subpart F.

**3. Scope.** This PB applies to each Bureau and Departmental Office (Bureau/Office).

**4. Policy.** It is the policy of DOI that positions are to be carefully planned, structured, and staffed to achieve the most efficient and effective use of human capital at the most economical expenditure levels. Each Bureau/Office shall administer effective position management and classification programs that conform to the requirements of applicable statutes, regulations, classification standards, and policies of the Department as outlined in the attached 2018 Position Management and Position Classification Handbook. The purpose of the Handbook is to establish mandatory departmental requirements and responsibilities for classifying positions using the general schedule (GS) and the federal wage system (FWS) standards, and to administer a sound position management and classification program within the Department.

### **5. Responsibilities.**

#### **a. The Department.**

1. Develops and promulgates Departmental policies, standards, and guidance concerning position management and position classification.
2. Evaluates the effectiveness with which position classification authorities within DOI are carried out. Ensures that jobs are accurately classified in accordance with published position classification standards and DOI's supplemental DOI classification guides, if applicable. This is accomplished through the Human Capital Management Accountability Program.
3. Requires the correction of classification actions that are determined to be misclassified because of classification errors, the application of new or revised standards, or a classification determination by the U.S. Office of Personnel Management (OPM).

4. Provides assistance on position management and classification issues and actions.
5. Provides for a conflict resolution process to resolve disagreements between supervisors and Classifiers.
6. Resolves classification issues that are common to more than one servicing human resources office.
7. Adjudicates position classification and job grading appeals filed with the Department.
8. Establishes and maintains an online library of Department-issued Standard Position Descriptions (PDs).
9. Establishes controls that ensure the integrity of the PDs.

b. Bureaus / Servicing Human Resources Offices.

1. Administer a position management and classification program consistent with DOI policies and guidance contained in the attached Handbook.
2. Ensure accretion-of-duties promotions meet all criteria outlined in section 2.17 of the attached Handbook.
3. Assist their serviced organizations with the development and administration of an effective position management program, including the establishment of new organizations or reorganizations, to ensure that positions are properly aligned.
4. Providing technical advice and assistance on applying applicable laws, regulations, and other guiding policies on the classification of positions to promote effective human resources decision-making that supports DOI's mission in accordance with merit system principles.
5. Assist supervisors in writing PDs.
6. Ensure evaluation statements fully explain why a position was placed in a specific pay plan and series and assessed at the grade or level.
7. Administer recertification of positions (see paragraph 2.9 – policy Handbook).
8. Resolve disagreements between supervisors and Classifiers as the Deciding Officials for individual positions or groups of positions that are limited to their serviced organizations.
9. Determine the level of authority that subordinates will be delegated to classify positions based on their competencies.
10. Ensure only an HR Specialist with delegated classification authority certifies the classification of a position by signing the PD cover page (see 2.1 – policy Handbook).
11. Ensure supervisors and managers understand the principles of position management and position classification.

c. Supervisors and Managers.

1. Ensure positions are properly aligned within their organizations.
2. Determine the need for positions.
3. Determine the duties and responsibilities of positions.
4. Certify that PDs accurately reflect the duties and responsibilities of a position.
5. Work with Classifiers to resolve differences of opinions regarding classification determinations, including realigning duties and responsibilities to support positions

- determined to be over graded to the extent possible, and establishing new positions at lower grades when positions determined to be over graded are vacant.
6. Provide supporting documentation when utilizing the conflict resolution process described in Appendix A.
  7. Ensure the principals of position management are reviewed to ensure no over-lapping positions, adequate growth potential, and organizational charts are accurate, and supervisory positions are placed appropriately.

Questions concerning this PB should be directed to the respective Bureau/equivalent Human Resources Office. The DOI, Office of Human Resources contact is Renae Lockwood at [Renae\\_Lockwood@ios.doi.gov](mailto:Renae_Lockwood@ios.doi.gov).



Raymond A. Limon  
Director, Office of Human Resources

Attachment - Position Management and Position Classification Policy Handbook