NOAA
Guide for Hiring Managers: Classification Process

Accenture Federal Services
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1. Overview

Are you a Hiring Manager or Proxy in a NOAA Line or Staff Office who needs to fill an upcoming vacancy or create a new job? Whether this is your first time filling a hiring need or you’ve done so in the past, policies and regulations need to be followed to ensure compliance. This guide has been developed for Hiring Managers and Proxies and is focused on the steps for obtaining a classified position, or job.

The process map below illustrates the key steps in obtaining a classified Position Description (PD) and PD Cover Sheet (CD-516). These steps are outlined in detail in this document.

![Flowchart](image)

*Figure 1. High-level process for classifying a job*
2. What Do I Need to Fill a Hiring Need?

To fill a job you must first validate the business need against your office’s workforce, staff acquisition, or succession plans. You also need a funded, vacant position, and associated billet assigned to your office. A billet number is a 12-digit number (e.g., 00000-34567-00) used for budgetary reasons. The position must be associated with a PD that outlines the work to be performed. Further, the PD must be classified by a Human Resources (HR) Classification Specialist verifying that the duties, responsibilities, and qualifications are consistent for the occupation and grade. Classification allows the Office of Personnel Management (OPM) to ensure equal pay for equal work, as established in the Classification Act of 1949. A CD-516 form, also known as the PD Cover Sheet, signed by a Classification Specialist, certifies the position was classified to required standards.

Please note: Initial activities to fill a hiring need do not require the position to exist in HR Connect, NOAA’s HR system. That task occurs downstream in the process and is discussed in more detail in section 5.

3. Understanding Position Structure in HR Connect

HR Connect is the Human Resources (HR) system used by NOAA and the rest of the Department of Commerce. It is a third-party application maintained by the Department of Treasury.

In HR Connect, employees, or workers, are assigned to positions. Positions have a one-to-one relationship with employees and track unique details about the position, including the organization where the position resides and duty station. Positions in HR Connect have a one-to-one relationship to NOAA’s billets and are defined by a unique position number. Multiple positions may roll up to a single job code (also known as a job, for short); for example, job FS1234 is for an administrative assistant. NOAA’s PDs define the duties, responsibilities, and requirements of jobs. PDs and jobs are not unique to employees and can be used to fill multiple hiring needs.

The visual below illustrates the relationship of job codes and positions in HR Connect and the related supporting documentation, required to classify a job and fill a hiring need. The visual provides an example for a Commerce Alternative Personnel System (CAPS) job with multiple positions in the National Marine Fisheries Service.
4. Consultation with HR Business Partner or Business Advisor

Prior to filling or classifying a position, it is a good practice to reach out to your Line or Staff Office’s designated Human Resources Business Partner (HRBP) or Human Resources Business Advisor (HRBA). These individuals serve as consultants who will provide you with recommendations and guidance for successfully filling your vacancy. Your HRBP/BA may offer recommendations and provide guidance on how to classify a position, as well as discuss available hiring authorities and recruitment strategies and flexibilities that will optimize recruitment of highly qualified candidates for your position. A list of HRBPs/HRBAs is available on the NOAA Workforce Management Office (WFMO) website here under “Consulting Services Division.”

5. Obtain a Position Description

If you have a job that needs to be filled and are unsure if a funded, vacant billet is available, contact your Line/Staff Office administrative officer or HR liaison for assistance. Please note that the billet must be 12-digits long to be valid (e.g., 00000-34567-00). Once a vacant, funded billet is confirmed, you must obtain the associated PD.

In HR Connect, jobs are not unique to individuals. Jobs and associated PDs can be used to fill multiple hiring needs. When fulfilling a hiring need, re-use the PD of the individual for which you are backfilling if duties are not significantly changing, or identify employees that perform similar work, with only minor deviations, and apply the same PD.
All classified PDs are stored in HR Connect. As the Hiring Manager, the first step towards filling your position is to locate the PD in HR Connect.

**Step 1.** Login to [HR Connect](#) using your credentials. If you have not done so already, bookmark the HR Connect url to easily access it from your browser.

**Step 2.** From the landing page, click on the Reports tab.

**Step 3.** Click on ‘Position Description Library for Employee’
Step 4. The system will take you to the Search page. Use the search criteria to search for a valid PD and then click the Search button.

The AFS Classification Team recommends searching by ‘Position Description #’, if known. As indicated above, this field is also known as the job code. If you’re unsure of the Position Description # but want to limit your search to PDs within your Line/Staff office, you can enter the first two letters of the Position Description #, or job code, based on the table below.

**Note:** If your PD # does not start with one of the prefixes below, it needs to be updated with a new PD # and validated in HR Connect. Please contact the Classification Specialist assigned to your office for further assistance. The AFS Classification Team contact list is located on the NOAA WFMO website here.

<table>
<thead>
<tr>
<th>NOAA Line / Staff Office</th>
<th>PD # Starts With:</th>
<th>NOAA Line / Staff Office</th>
<th>PD # Starts With:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acquisition and Grants Office</td>
<td>AG</td>
<td>Office of Education</td>
<td>OE</td>
</tr>
<tr>
<td>NESDIS</td>
<td>NE</td>
<td>Office of General Counsel</td>
<td>GC</td>
</tr>
<tr>
<td>NMFS</td>
<td>FS</td>
<td>Office of the Chief Administrative Officer</td>
<td>AO</td>
</tr>
<tr>
<td>NOS</td>
<td>OS</td>
<td>Office of the Chief Financial Officer</td>
<td>OF</td>
</tr>
<tr>
<td>NWS</td>
<td>WS</td>
<td>Office of Chief Information Officer</td>
<td>CI</td>
</tr>
<tr>
<td>OAR</td>
<td>OA</td>
<td>Workforce Management Office</td>
<td>WF</td>
</tr>
<tr>
<td>OMAO</td>
<td>MA</td>
<td>Office of the Under Secretary</td>
<td>US</td>
</tr>
</tbody>
</table>

Table 1. Defined prefixes for Job Codes (PD#s) for NOAA Line and Staff Offices

Step 5. The system will return search results based on the criteria you entered on the search page. Scroll through the PD records.

- To view a PD click on the ‘View PD’ hyperlink.
- To print a PD, click on the hyperlink in the ‘Official Position Title’ column.
The AFS Classification Team recommends printing the PD as not all PD information is displayed on the digital version.

IMPORTANT NOTE: Classified PDs are those records that have the ‘Major Duties & Responsibilities’ section populated. Ignore any records where the Major Duties columns is null.

Here is an example of a PD displayed in HR Connect:

6. Unable to Locate PD

If your search in HR Connect does not return any valid PDs for the position you are trying to fill, you will need to submit a request to the AFS Classification Team, who manage classification services for NOAA, to have a new PD classified. Jump to section 10 of this document: ‘Submit a New Job Code Request for Classification’ for instructions on how to submit a new classification request. If you
believe a classified PD exists, but are having trouble locating it in HR Connect, you may email the Classification Specialist assigned to your office for further assistance. The AFS Classification Team contact list is located on the NOAA WFMO website here.

7. Review and Validate PD for Accuracy

If you were successful in locating a PD in HR Connect for the position you want to fill, it should look similar to the example below:

![Position Description Example](image)

You will need to consult and collaboratively work with your Classification Specialist to:

1. Review the PD to **validate the duties, occupation, and any specialized experience** accurately reflect the position to be filled

2. Verify the **sensitivity/risk level designation** and **clearance eligibility**. Per Section 731.106(a) of Title 5, Code of Federal Review A high, moderate, or low risk level as determined by the position's potential for adverse impact to the efficiency or integrity of the service

3. Verify the **bargaining unit designation**
   - 7777 – bargaining unit eligible
   - 8888 – non-bargaining unit

4. Verify the **supervisory designation**

5. Verify the **Fair Labor Standards Act (FLSA) designation**
OPM’s **Position Designation Automated Tool** assists HR Specialists and Hiring Managers by ensuring a systematic, dependable, and uniform way of making position designations for covered positions. Leverage this tool when collaborating with your Classification Specialist to validate the risk and sensitivity designations.

If you have questions or are uncertain about any elements of the PD, you may contact your office’s Classification Specialist. The AFS Classification Team contact list is located on the NOAA WFMO website [here](#).

### 8. The PD Requires Changes

If you review the PD and determine it requires changes, you will need to submit a request to the AFS Classification Team to have a new PD classified. Jump to section 10: ‘**Submit a New Job Code Request for Classification**’ for instructions on how to submit a new classification request.

### 9. Obtain a PD Cover Sheet

Once you have a PD that accurately reflects the position and is classified, you will need to obtain the signed PD Cover Sheet (CD-516) as evidence that the position is classified.

HR Connect does not provide Hiring Managers with access to PD Cover Sheets maintained by the AFS Classification Specialists. There are two options for obtaining the PD Cover Sheet for your position:

1. Reuse an existing PD Cover Sheet, for the same position, on file in your office. For it to be valid, the PD Cover Sheet must reflect the **same title, series, and grade as the position you are filling**, and be **signed on page two by a classifier only**. A signature by a classifier on page 2, box 30 indicates the position has been classified.

2. You may also obtain a PD Cover Sheet for your position by emailing the Classification Specialist assigned to your office for a copy of a PD Cover Sheet. The email should include the PD number, position title, series, and grade for the position you are filling. The AFS Classification Team contact list is located on the NOAA WFMO website [here](#).
10. Submit a New Job Code Request for Classification

You will need to submit a request for a position to be classified if the position for which you are hiring does not have a classified PD in HR Connect, or if you wish to modify an existing classified PD. Modifying an existing PD may include adding specialized experience, changing the duties and responsibilities, or updating the bargaining unit designation, among others.

To submit a request for a position to be classified, you must have access to HR Connect and complete the following:

- **Position Description (PD)** – with all relevant information completed such as title, pay plan, occupational series, grade or pay band, major duties and responsibilities, and specialized experience if applicable. You can view examples of both GS and CAPS PDs in Appendix A. Your Line or Staff Office HRBA may be able to assist in finding PD templates and development of a draft PD.

- **PD Cover Sheet (CD-516)** – complete required elements on page 1. See Appendix B for detailed instructions for how to complete.

- **Organizational Chart** – outlining where this position fits within your organization, as well as illustrating any supervisory requirements, if applicable. Keep Organizational Charts up-to-date, include series, title and grade.

**Note:** You are not required to have a position/position number established in HR Connect prior to classifying a job or submitting an action to fill a hiring need. This step is completed at the time the action is processed to move the employee into the position. See section 11 for instructions on how to annotate the position # (if known) on the SF-52 and CD-516 when you are ready to fill the position.

After you’ve compiled the documents above, you are now ready to submit your request following the steps below:

**Step 1.** Login to HR Connect using your Hiring Manager/Proxy credentials.

**Step 2.** From the landing page select “Establish New Position.”

If you are a Proxy, click on the name of the Manager you are completing the hiring action for and under “People and Positions of Manager” scroll to the bottom of the page and select “Establish New Position.”
Step 3. The “Search PD Library” page will appear. DO NOT select any criteria, just select “Search.”

Step 4. Scroll down to the bottom of the Search Results page and select the “click here” option under “If the Position Description you need is not here click here.”
Step 5. Fill out the following Sections: ‘Position Title,’ ‘Pay Plan,’ ‘Occupational Series,’ and ‘Grade,’ and ‘Proposed Major Duties and Competencies,’ which comes from the Position Description.

Step 6. Attach the Position Description, PD Coversheet, and Organizational Chart by clicking the ‘Attachment(s)’ hyperlink.

Classification Tip: Use the Comments box in HR Connect to provide the point of contact, manager and proxy for your action, and any additional instructions a Classification Specialist would need to complete your job, including how the position will be filled: e.g., reassignment, recruitment, temporary promotion, etc.
Step 7. Click submit after you’ve filled out the form and uploaded the attachments.

Step 8. You will receive a notification informing you of your submission and providing you a request number. IMPORTANT: Make sure to SAVE THE REQUEST NUMBER for any future inquiries.

Step 9. You will receive an email from a Classification Specialist notifying you of the status of your request. The Classification Specialist may request additional material, and/or provide classification recommendations or questions to facilitate the classification process. Make sure to fully read the email and respond to any requests, if needed.

Step 10. Once the job is classified and stored in HR Connect with an assigned PD number, or job code, you will receive an “Official Notice of Completion” email from the AFS Classification Team. This email will include both a classified PD and the signed PD cover sheet.

Note: On average, the process can take up to 10 days from the date of assignment to a Classification Specialist. This process may take longer if there are regulatory issues, missing information, or other factors. You should respond to requests for additional information as soon as possible to prevent further delays.

11. Key Actions for Filling Your Hiring Need

Once you have the classified PD and signed PD Cover Sheet, you are now ready to continue with filling the hiring need through a competitive recruitment process or a non-competitive action, as appropriate. If you are unsure of the steps required, contact your HR Liaison or HRBA.

Once you’ve made your selection, the Enterprise Services HR Service Center (ESHRSC) PAR team requires an SF-52 and CD-516 to move the employee or selectee into the position. If the position is new, then the ESHRSC PAR processor will create the position at the time the employee is moved into the position; i.e., at the time the SF-52 is processed. For non-competitive actions, the SF-52 and CD-516 should be submitted electronically via HR Connect. For competitive actions, the documents are submitted as part of the recruitment package in RADS.

As the Hiring Manager, you are responsible for coding page 2 of the CD-516 with unique position data, including organization code, duty station, 12-digit billet number, and position number (if known). See Appendix B for an example and further instructions.

If you are backfilling the position or you know that the position exists in HR Connect, it is important to add the position number or the language ‘vice – name’ (with name being the employee who last held the position) to the CD-516 and SF-52.
• On the CD-516, add the position number / vice information in box 6 of section A ‘Key Data’ of page 2.

• On the SF-52, the vice position can be entered in box 1 “Action Requested” by adding “Vice Position ######.” You can also enter the vice name in box 15 along with the position number (if available) and 12-digit billet number.

• If the position is still encumbered, you can locate the position number by clicking on the employee’s name in the Employee Data / Personnel Actions section of HR Connect, as reflected below.

• For help locating the position number in HR Connect, see the HR Connect user guide.

Position Management Tips

• Review your organization and identify employees that perform similar work, with only minor deviations - assign these staff to the same PD.

• Work with the Classification Team to capture your jobs in a digital PD book for easy access outside HR Connect. This provides an organized look at what jobs have been classified and what their PD number is, as well as making the CD-516s available for future actions.

• Organizational charts are important to the classification process. For supervisory and lead positions they identify the work being supervised and support the occupational series of the job. For non-supervisory jobs, they provide context to the work performed by the office. Keep organizational charts up-to-date, include series, title and grade.

• Use working titles to differentiate between similar series jobs.

• Utilize both one grade interval career paths, and two grade interval career paths. This allows for a broader range of work assignments and creates a clearer distinction in the assignment of work.

• You can remove unsupported Vacancies from your roster on HR Connect. Simply click "Vacant Positions" - Delete Vacant Positions - Select vacant positions - Click Delete. This removes vacant positions from your roster.

• Review your direct report's PD numbers through HR Connect; for those Staff not on a PD number that begins with the two letters described for your office, reassign them to a PD# that has been established, if appropriate; or submit a new PD to have the job updated, reviewed, and established in HR Connect.
Position Description (PD)
The PD, identified by PD number (Job Code), Title, Pay Plan, Series and Grade or Pay Band, documents the duties of the job, along with key job information critical to employment such as Fair Labor Standards Act, physical requirements, and risk/sensitivity level.

The PD should include the following information:

- AC# (for CAPS jobs)
- Organization
- Division
- Career Path
- Series
- Band
- Title
- Function
- Principle Objectives
- Series Definition
- General Duties and Responsibilities
- Knowledge, Skills, and Abilities
- Supervisory Responsibilities, if applicable
- Specialty Description, if applicable
- Specific Key Phrases, if applicable
- Position Requirements
- Position Sensitivity
- Fair Labor Standards Act (FLSA) Criteria
- FLSA Basis
Official Position Title: Support Services Specialist  
Working Title: Support Services Specialist  
Pay Plan/Series/Grade: GS-0342-09  
Full Performance: No  
Scientific Functional Code: None  
Job Code Number: WS7857  
Position Sensitivity Level: Low Risk  
Bargaining Unit: 8838  
FLSA Code: Non-Exempt  
Office: Offices of the Assistant Administrator  
Division: Office of the Chief of Staff

I. Introduction

This position is located in the National Oceanic and Atmospheric Administration, National Weather Service, Offices of the Assistant Administrator. The Support Service Specialist serves as the principal administrative support and management services provider for the office, providing crucial mission support by performing various administrative duties and management of policies, procedures and guidelines. This position is integral to the success of the NWS.

This is a developmental position with promotion potential to GS-0342-11. Job Code number WS7856 corresponds with GS-0342-11.

II. Major Duties

1. Assist in the planning and carrying out of specialist type assignments involving planning, coordinating, and conducting a variety of support service functions essential to the orderly and efficient accomplishment of work for a headquarters command having numerous and diverse functions. These support duties include, but are not limited to, matters of records management, directives, forms, reports, purchases, general and office administrative functions, correspondence control and preparation, briefings, the conduct of special projects, studies and reports, and internal control actions. Assist in the creation and management various databases for information gathering and reporting for evaluation purposes. Ensures the proper and timely completion of all assigned tasks and compliance with directives and regulations. Recommends and/or implements approved efficiency changes.

a. Monitors, anticipates, and responds to requirements involving support and funding requirements. Provides timely and accurate information to assist in developing courses of action in deliberate and time-sensitive planning, as well as adequately supporting current operations. Independently and through collaboration with others, coordinates and completes staff work in miscellaneous current operations, preparing and presenting concise briefings to various senior management personnel.

b. Establishes written guidance and procedures for management of administrative activities in support of the office. Coordinates with staff members to determine requirements, receive guidance and develop plans. Reviews plans prepared by various staff. Closely coordinates with various staff members to determine requirements, identify necessary actions, develop plans or make recommendations to solve unique problems. Coordinates various activities of the staff.

c. The incumbent is responsible for supporting the execution of the OAA purchase and training budget. Assist in identifying and analyzing trends in receipts, obligations, and expenditures. Monitors budget levels to ensure legal efficient use of funding. Monitors and reviews expenditures, purchase card reconciliation and projected spending. Maintains and is familiar with local budget/financial systems.
d. Receives and reviews suspense’s and taskers, and determines disposition. Ensures suspense/taskers are properly logged in and coordinated to the appropriate Division/Action Officer; follows up with responsible party to ensure suspense is met or an extension is requested within the appropriate time limit. Assists and provides advice on administrative processes and procedures. Reads all incoming correspondence, determining proper action, and at times preparing answers before referring to the supervisor. Reviews outgoing documents or correspondence prepared for supervisor's signature or requiring coordination with other staff members for conformance with format, procedures, and grammatical accuracy.

e. Performs a variety of essential operational tasks, administrative support and office automation duties. This requires the incumbent to accomplish tasks in a frequently changing work environment with minimal guidance and oversight. Performs a variety of administrative, clerical, and office automation duties in an organizational entry that has subordinate segments, including operating elements, some of which are further, subdivided.

f. Serves as the office Travel and Purchase Coordinator using the Government Travel Charge Card (GTCC) program, Commerce Purchase Card System (CPCS). Prepares and controls all TDY and Permanent Change of Station orders, to include computing travel estimates, maintaining internal accounting for travel funds, and ensuring travel vouchers are properly prepared and forwarded for payment in a timely manner. Tracks all travel vouchers and facilitates the timely completion of the reimbursement.

g. Serves as the office Web-based Time Attendance (WebTA) Timekeeper. Ensures employees time and attendance records and supporting documents, e.g. leave, overtime and compensatory time are accurate and that all labor hours are certified.

h. Performs other duties as assigned.

FACTOR 1: KNOWLEDGE REQUIRED BY THE POSITION - LEVEL 1-6 -- 950 PTS

Knowledge in the planning, direction, coordination and execution of a variety of office service functions.

Knowledge of DOC directives, NOAA regulations, Federal acquisition regulations and Agency SOPs concerning procurement.

Skill in oral communication to convey and obtain information from a wide range of people within the organization, other Federal agencies, and the public.

Skill in operating a personal computer and utilize various software programs for tracking purposes.

Ability to research and analyze actions, procedural, or policy matters in order to assess current services and increase effectiveness and efficiency.

Ability to communicate effectively in writing for the purpose of articulating to various levels of technical, professional, clerical and management personnel.

FACTOR 2: SUPERVISORY CONTROLS - LEVEL 2-3 -- 275 POINTS

Supervisor prioritizes and assigns work with deadlines for completion.
Position Description

The incumbent is responsible for independently planning and carrying out daily operations and resolving problems. Keeps supervisor apprised of potentially controversial or precedent setting issues.

Completed work is reviewed for accuracy and adherence to rules and regulations.

FACTOR 3: GUIDELINES - LEVEL 3-3 -- 275 POINTS

Guidelines include administrative policies and precedents, federal statutes, DOC, NOAA, and other Federal agencies administrative guidance. Much of the work is performed without the benefit of directly applicable guides and precedents, requiring a high degree of judgment, resourcefulness, and evaluative ability.

The incumbent must use initiative and resourcefulness in order to propose solutions or alternatives. Incumbent must be able to interpret, integrate or modify the outlined guidance to meet emerging requirements.

FACTOR 4: COMPLEXITY - LEVEL 4-3 -- 150 POINTS

Work involves the analysis, coordination and assessment of procedural factors within the office. Incumbent observes, analyzes and evaluates projects in order to make recommendations to the implementation of procedural guidance to the support services program.

FACTOR 5: SCOPE AND EFFECT - LEVEL 5-3 -- 150 POINTS

Work involves establishing criteria, assessing the organization’s support services, investigating and troubleshooting a variety of problems, conditions or questions relative to the broad scope of services provided and making recommendations to management for changes in current policies or procedures.

Work affects the quality of service provided in supporting the organization and its field offices and the abilities of its employees. The quality of management services has a major impact on the effectiveness of operations and plays a vital role in support of the organization’s scientific mission. This work also affects the mission by ensuring these support services are operational.

FACTORS 6/7: PERSONAL CONTACTS/PURPOSE OF CONTACTS - LEVEL 3-2 -- 110 POINTS

Contacts are with management and staff in the immediate organization, other Federal agencies, and private sector contractors and suppliers. Contacts are day-to-day and under various non-routine conditions.

The purpose of this contact is to advise management and staff on recommended changes to policy, procedures or guidelines, acquire information, plan organization support programs to ensure the smooth and efficient accomplishment of the mission.

FACTOR 8: PHYSICAL DEMANDS - LEVEL 8-1 -- 5 PTS

The work is primarily sedentary. Items carried typically include brief cases, notebooks, working papers, references, data printouts, and suitcases. A moderate amount of standing and walking is required in getting to and from meetings and conferences conducted within and away from the work site.
Position Description

FACTOR 9: WORK ENVIRONMENT - LEVEL 9-1 -- 5 PTS
The work is generally performed in a typical office setting.

TOTAL POINTS: 1920
POINTS RANGE: 1835-2100 GRADE
LEVEL: GS-09

FLSA CRITERIA

5 CFR 551.202 - Non-exemption

FLSA BASIS

This position is non-exempt as it does not meet any of the exemption criteria established in Title 5, Code of Federal Regulations Part 551.

POSITION SENSITIVITY

Non-Sensitive/Low Risk
ACS
Position Description

AC# 544020170789  Preparation Date: 9/12/2017
Validated: YES
Org: NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION
Div: National Environmental Satellite, Data & Information Service
Incumbent Name: NE3213,
Career Path: ZA  Series: 0343  Band: 5
Title: Management and Program Analysis Officer
Function: No specific function defined for this position.

Principle Objective:
Provides development and implementation of policies for improving access to global environmental data and information from satellites & other sources to promote & protect the Nation’s security, environment, economy and quality of life for the NOAA, NESDIS, Office of the Assistant Administrator.

Series Definition:
Performs analysis, conducts evaluations, and advises management on program and operations effectiveness or on management efficiency and productivity. Requires knowledge of the substantive nature of agency programs and activities; agency mission, policies, and objectives; management principles and processes; and analytical and evaluative methods for assessing program development or execution and for improving organizational effectiveness and efficiency.

General Duties and Responsibilities:
Manages an office with bureau-wide responsibility, a major office of an extramural program, or major office through subordinates/supervisors reporting directly to this position; or exercises principal responsibility for office/division level administrative management, formulating/implementing organizational goals & objectives, planning/evaluating programs, designing organizational structure, promoting economy of operations, planning/controlling an organizational budget; or carries out broad, unprecedented projects involving the substance of key bureau or Dept. programs.

Knowledge, Skills, and Abilities:
Ability to (1) manage, through subordinate supervisors, a complex or large bureau-level office; or manage the admin. functions of a large line component, applying skill in establishing objectives & assessing progress and skill in coordinating activities of several units and making adjustments to meet changing requirements within available resources; or (2) work directly with top mgmt. of the bureau or Dept. to carry out broad, complex admin. assignments involving the substance of key bureau or Dept. programs. Abil. to represent immediate organ. & the bureau.

Incumbent’s Supervisory Responsibilities:
Position does not meet supervisory titling criteria.

Specialty Description:
ACR
Position Description

Operations Management

Directs the day-to-day implementation and execution of the organizational administrative and financial operations. Performs studies and makes revisions to existing polices and procedures to ensure the effective implementation and execution of the multifaceted programs of the organization. Has authority and responsibility to execute the administrative and financial policies and procedures of the organization.

Operational Policies

Represents operating unit and is a principal contributor to the formulation of operational-wide policies and practices covering a wide variety of budget, accounting, personnel, procurement, and facility issues to ensure that the resource needs of the operating staff are addressed.

Collaboration and Coordination

Establishes and maintains collaborative partnerships within the organization and between academic, other government agencies, industry, and the general public, fosters an environment of shared goals and enhanced productivity. Requires skills in written and oral communications, analysis, and interpersonal relations: ability to facilitate scientific understanding, information exchange, and support agency objectives.

Position-Specific Key Phrases:

Provides technical guidance for the management and operation of NESDIS satellite programs continuing efforts to develop new concepts, policies, or programs. Major duties of the incumbent are as follows:

- Assists leadership with the management and implementation of programs and their business processes; provides executive reviews and analysis; facilitates actions between domestic and state-levels to synchronize, integrate and prioritize objectives to ensure programs are aligned with objectives; advises senior leaders on special interest projects in support of the portfolio.

- Assists management officials, SME’s, and others in defining project scope, priority, and project staffing, with a particular emphasis on projects that cut across organizational/activity lines and deal with complex issues.

- Leads complex projects, often cutting across organizational/activity lines. Defines customer "critical to quality" factors, process improvements on key initiatives that result in significant improvements in service delivery, reduced operational unit costs, increased quality, and reduced process cycle time. Serves as the project team leader for enterprise level projects providing technical direction in project management, team building, facilitation, process improvement analysis, and the methodology required to develop and substantiate a business case for the selected project. Provides technical advice on strategic issues and collaborates with leaders in other mission areas to improve end-to-end processes throughout the component.

- Utilizes operation research and including but not limited to a wide range of statistical methods and tools, mathematical techniques, simulation, modeling, and process mapping. Work results will resolve problems or issues, impacting programs that extend across the component/organization, or equivalent organization.

- Optimizes scarce resources, meets customer requirements, reduces rework, improves operational capacity, and increases quality. Develops strategies and plans for the adoption and replication of ideas and best practices. Provides leadership and technical support in project lifecycle management.

- Advises management colleagues on the most difficult problems, conducts special studies, and proposes options and alternatives representing the component/organization, or equivalent organization. Provides policy recommendations, promotes identification of potential improvement opportunities and advises management of these opportunities.

Position Requirements:

This position requires the submission of a Financial Disclosure Form, SF 450.

Position Sensitivity:

This is a High risk position.

FLSA Criteria:

5 CFR 551.206 - Administrative Exemption Criteria

FLSA Basis:

The position is exempt as it does meet the exemption criteria established in Title 5, Code of Federal Regulations Part 551.206.
# Appendix B: Sample PD Cover Sheet CD-516

**PD Cover Sheet Page 1** – A sample first page of the cover sheet is shown below with instructions on how to fill it out. This page is required in order to properly classify the job you are filling.

**Red Font:**
Classification Team Completes and is a permanent part of the classified PD

**Blue Font:** Management Team Completes and can be changed as part of the position (except Pay Plan, Series, Grade and Titling information)

**Note:** The PD Cover Sheet must be signed on page one by the appropriate person based on the type of Position Description that the position corresponds to: either CAPS, GS, or WG. If the PD is a CAPS or standard PD, the Hiring Manager may sign the first page under the “Classifier” signature block. To verify if you have a standard PD, please refer to the OHRM PD Library. If the PD is not CAPS nor standard, then the PD Cover Sheet will have to be signed by a classifier on the first page.

---

<table>
<thead>
<tr>
<th>CLASSIFICATION AND PERFORMANCE MANAGEMENT RECORD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee’s Name: JANICE DOE</td>
</tr>
<tr>
<td>Position Title: MANAGEMENT AND PROGRAM ANALYST – WORKING TITLE</td>
</tr>
<tr>
<td>Pay Plan, Series, Grade/Step: GS-0343-11</td>
</tr>
</tbody>
</table>

**Organization:**

1. DEPARTMENT OF COMMERCE
2. NATIONAL OCEANIC AND ATMOSPHERIC ADMINISTRATION
3. LINE OFFICE
4. DIVISION
5. BRANCH

**PART A—POSITION DESCRIPTION**

POSITION CERTIFICATION— I certify that this is an accurate statement of the major duties and responsibilities of the position and its organization relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violation of such statute or their implementing regulations.

<table>
<thead>
<tr>
<th>SUPERVISOR’S SIGNATURE</th>
<th>DATE</th>
<th>SECOND LEVEL SUPERVISOR</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOHN DOE’S SIGNATURE</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CLASSIFICATION CERTIFICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFFICIAL TITLE: MANAGEMENT AND PROGRAM ANALYST</td>
</tr>
<tr>
<td>PP: GS</td>
</tr>
<tr>
<td>GRADE: 03</td>
</tr>
</tbody>
</table>

I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.

<table>
<thead>
<tr>
<th>NAME AND TITLE OF CLASSIFIER</th>
<th>SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>JANE DOES’S PRINTED NAME</td>
<td></td>
<td>01/01/2001</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PART B—PERFORMANCE PLAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>This plan is an accurate statement of the work that will be the basis of the employee’s performance appraisal.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NAME AND TITLE OF FIRST LINE SUPERVISOR/RATING OFFICIAL</th>
<th>SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>APPROVAL— I agree with the certification of the position description and approve the performance plan.</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAME AND TITLE OF APPROVING OFFICIAL OR SES APPOINTING AUTHORITY</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EMPLOYEE ACKNOWLEDGEMENT— My signature acknowledges discussion of the position description and receipt of the plan, and does not necessarily signify agreement.</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIGNATURE</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PRIVACY ACT STATEMENT—Disclosure of your social security number on this form is voluntary. The number is linked with your name in the official personnel records system to ensure unique identification of your records. The social security number will be used solely to ensure accurate entry of your performance rating into the automated record system.</th>
</tr>
</thead>
</table>

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**U.S. DEPARTMENT OF COMMERCE**

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PD Cover Sheet Page 2 – A sample second page of the cover sheet is shown below with instructions on how to fill it out. Some of the information on this page will be filled out during classification of the position and some during the hiring of the position.

For actions submitted to RADS, the Staffing Specialist handling your recruitment action will complete the second page of the PD Cover Sheet based on information provided in the SF-52 submitted via RADS.

For actions submitted through HR Connect, this page will be filled out by the Hiring Manager/Proxy with information gathered from the SF-52.

**Notes:** If the position you are filling is replacing an employee who has left or is leaving the position, include the position number in HR Connect or the name of the person (vice name) being replaced on box 6, section A, on page two of the PD Cover Sheet.

The full billet number must go in Box 29 of the second page of the CD-516 and must consist of a 12-digit number. The following is an example of a full billet number: 00000-34567-00. Only one billet is available per employee/vacancy.

**IMPORTANT:** There MUST be a signature from the classifier on the second page. In this case, this would be a signature from a Classification team Specialist. Without this, the PD cover sheet is not valid.

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**MASTER RECORD/INDIVIDUAL POSITION DATA**

<table>
<thead>
<tr>
<th>A. KEY DATA</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. FUNCTION (1)</td>
</tr>
<tr>
<td>2. SEPT. CD ACCY-URN CD (4)</td>
</tr>
<tr>
<td>3. SCN (4)</td>
</tr>
<tr>
<td>4. MR NC (8)</td>
</tr>
<tr>
<td>5. GRADE (2)</td>
</tr>
<tr>
<td>6. IFNC (8)</td>
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</table>

<table>
<thead>
<tr>
<th>B. MASTER RECORD</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. PAY PLAN (2)</td>
</tr>
<tr>
<td>2. OCC SER (1)</td>
</tr>
<tr>
<td>3. OCC FUNC CD (2)</td>
</tr>
<tr>
<td>4. OFF TITLE/SHIP (8)</td>
</tr>
<tr>
<td>5. OFF TITLE (B)</td>
</tr>
<tr>
<td>6. HIR FLD (1)</td>
</tr>
<tr>
<td>7. SUP V/ CD (8)</td>
</tr>
<tr>
<td>8. HIR FLD (1)</td>
</tr>
<tr>
<td>9. CLASS STD CD (8)</td>
</tr>
<tr>
<td>10. INTERDIS CD (4)</td>
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<tr>
<td>11. EASY RET CD (6)</td>
</tr>
<tr>
<td>13. DT ABOL (8)</td>
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<tr>
<td>14. DT INACTIVE (8)</td>
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<tr>
<td>15. ACCY USE (8)</td>
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<tr>
<td>16. INTERDIS SERIES (40)</td>
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<tr>
<td>17. INTERDIS PER CD (8)</td>
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</table>

<table>
<thead>
<tr>
<th>C. INDIVIDUAL POSITION</th>
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</thead>
<tbody>
<tr>
<td>1. PLSA (1)</td>
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<tr>
<td>2. FINDS (1)</td>
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<tr>
<td>3. PROCIND (7)</td>
</tr>
<tr>
<td>4. PROPIND (8)</td>
</tr>
<tr>
<td>5. CYBER SECURITY (2)</td>
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<tr>
<td>6. WR TITLE CD (4)</td>
</tr>
<tr>
<td>7. WORKING TITLE</td>
</tr>
<tr>
<td>8. CRG STD CD (4)</td>
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<tr>
<td>9. FULL ORGANIZATIONAL CODE</td>
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<tr>
<td>10. TARGET GRADE (2)</td>
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<tr>
<td>11. LANG REG (2)</td>
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<td>12. DUTY STATION (4)</td>
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<tr>
<td>13. DUTY STATION (8)</td>
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<tr>
<td>14. BUS DT AUDIT (8)</td>
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<tr>
<td>15. DUTY DT AUDIT (8)</td>
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<tr>
<td>16. PASS INDIC (8)</td>
</tr>
<tr>
<td>17. DAT-A-RST (8)</td>
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<tr>
<td>18. GRADE BASS (8)</td>
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<tr>
<td>19. DUTY REQUEST (8)</td>
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<td>20. JNT JST DATE (8)</td>
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<tr>
<td>21. POS ST BUD (6)</td>
</tr>
<tr>
<td>22. MANT REV/CLASS ACT CD (2) (1ST DIGIT ACTIVITY AND 2ND DIGIT RESULTS)</td>
</tr>
<tr>
<td>23. DATE EMP ASST (8)</td>
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<td>24. DATE ABOL (8)</td>
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<td>25. INACTIVE (8)</td>
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<tr>
<td>26. DATE INACTIVE (8)</td>
</tr>
<tr>
<td>27. AGGCD STAT (4)</td>
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<tr>
<td>28. INFAS (8)</td>
</tr>
<tr>
<td>29. PERSONNEL MANAGEMENT/STAFF SIGNATURE</td>
</tr>
<tr>
<td>30. REMARKS</td>
</tr>
</tbody>
</table>

FORM CD-516 (REV 12/2017) LD 056 055-40