Department of Commerce
Demonstration Project
Position Classification Workshop
Classification Objectives

- Simplify classification process
- Increase management authority, accountability and flexibility
## CAREER PATHS & BROAD PAY BANDS

<table>
<thead>
<tr>
<th>Career Paths</th>
<th>Pay Bands</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scientific &amp; Engineering ZP</td>
<td>I</td>
</tr>
<tr>
<td></td>
<td>II</td>
</tr>
<tr>
<td></td>
<td>III</td>
</tr>
<tr>
<td></td>
<td>IV</td>
</tr>
<tr>
<td></td>
<td>V</td>
</tr>
<tr>
<td>Scientific &amp; Engineering Technician ZT</td>
<td>I</td>
</tr>
<tr>
<td></td>
<td>II</td>
</tr>
<tr>
<td></td>
<td>III</td>
</tr>
<tr>
<td></td>
<td>IV</td>
</tr>
<tr>
<td></td>
<td>V</td>
</tr>
<tr>
<td>Administrative ZA</td>
<td>I</td>
</tr>
<tr>
<td></td>
<td>II</td>
</tr>
<tr>
<td></td>
<td>III</td>
</tr>
<tr>
<td></td>
<td>IV</td>
</tr>
<tr>
<td></td>
<td>V</td>
</tr>
<tr>
<td>Support ZS</td>
<td>I</td>
</tr>
<tr>
<td></td>
<td>II</td>
</tr>
<tr>
<td></td>
<td>III</td>
</tr>
<tr>
<td></td>
<td>IV</td>
</tr>
<tr>
<td></td>
<td>V</td>
</tr>
<tr>
<td>Corresponding GS Grade</td>
<td>1 2</td>
</tr>
<tr>
<td></td>
<td>3 4</td>
</tr>
<tr>
<td></td>
<td>5 6</td>
</tr>
<tr>
<td></td>
<td>7 8</td>
</tr>
<tr>
<td></td>
<td>9 10</td>
</tr>
<tr>
<td></td>
<td>11 12</td>
</tr>
<tr>
<td></td>
<td>13 14</td>
</tr>
<tr>
<td></td>
<td>15</td>
</tr>
</tbody>
</table>
Purpose of Classification

To categorize a position by title, occupational series, and pay band based upon mission, duties and responsibilities
Classification Principles

- Provides for classification equity within career path/pay band
- Reflects mission of the organization
- Accurately describes the duties of the position
- Facilitates “Pay-for-Performance” System
Position Classification
Source Documents

- Federal Register
- Demo Project Operating Procedures
- DOC Demo Classification Standards
- DOC Automated Classification System (ACS)
Classification

- Classification Logic
- PD Components
- Responsibility (Incumbent, Supervisor, Classifier, Human Resources)
Classification Logic

- Identify essential/specific purpose of position
- Identify qualifications needed for position
- Should lead to appropriate occupational career path/series
Classification Logic Con’t.

- Identify level of difficulty and responsibility of position to determine pay band level
- Recruitment Issues
Classification Logic

- Principle Objective
- Career Path
- Series
- Title
- Band Level
Position Description Components

- Principle objective
- Level designation
  - Duties and Responsibilities
  - Knowledge, Skills and Abilities
- Function Codes
- Specialty descriptors
- Key phrases
- Supervisory designation
- Position Requirements (Motor Vehicle, OGE-450, Physical Activity)
- Position Sensitivity
Responsibility for Classification

- Office of Personnel Management (OPM)
  - Legal Authority for position classification
- DPMB/OPMB (Delegations of Authority)
  - Oversees DOC position classification
- Supervisor and Classifier
  - Comply with DPMB/OPMB guidelines
  - Observe principles of classification equity
  - Certify CD-516 for accuracy of Position Description
  - Maintain accurate Position Descriptions
Responsibility for Classification (continued)

- Classifier
  - Responsible for the classification of the position

- Human Resources
  - Provides classification advice and guidance
  - Validates Position Descriptions
**Appeals**

**Employees can Appeal**
- Occupational series
- Title
- Pay Band

**Employees cannot Appeal**
- Accuracy of the Position Description
- Accuracy, consistency, applicability of pay band standards
- Assignment or detail outside the scope of normally performed duties outlined in the Position Description
Appeals

Filing

- OPMB Chair or designee
- DPMB Chair or designee
- Appeals must be in writing, include the reasons why position is misclassified

Time Limits

Any time, unless based on Reduction in Pay Band (within 15 calendar days after the effective date)
Accretion of Duties

● “Promotion of an employee whose position is reclassified at a higher grade because of additional duties and responsibilities.

● Such a non-competitive promotion may be made if:
  – the “old” position has been absorbed into the new position;
  – the employee continues to perform the same basic functions and
    ● the duties represent an outgrowth, over a significant period of time, of the “old” position; or
  – where a program change requires the immediate performance of new duties that only one employee is capable of performing.

● In no instance may a promotion from a non-supervisory position to a supervisory position be based on accretion of duties.”
INFORMATION ????

For further information or questions please contact your Servicing Human Resources Office

Web Site Sources:

- [http://ohrm.doc.gov/employees/demo_project.htm](http://ohrm.doc.gov/employees/demo_project.htm)
- **NOAA Manager’s Corner**
- [www.opm.gov/fedclass/index.htm](http://www.opm.gov/fedclass/index.htm)
- [www.opm.gov/classapp/index.htm](http://www.opm.gov/classapp/index.htm)