

HHS Transmittal 96.10
Personnel Manual
Issue Date: 5/16/96

Material Transmitted:

HHS Instruction 511-1, Position Classification Program

Material Superseded:

HHS Instruction 511-1 (all)
HHS Instruction 511-2 (all)
HHS Instruction 511-3 (all)
HHS Instruction 511-4 (all)
HHS Instruction 511-5 (all)
HHS Instruction 511-6 (all)
HHS Instruction 511-7 (all)
HHS Instruction 511-9 (all)
HHS Instruction 511-10 (all)
HHS Circular 511-3 (all)
HHS Instruction 532-2 (all)

Background:

This Instruction has been revised consistent with recent changes in the organization of HHS, and in support of HHS administrative initiatives calling for more streamlined rules and greater delegations of authority.

Under this issuance, delegations of authority have increased and ten Instructions and one Circular have been consolidated and substantially streamlined because of similar subject matter and outdated material which does not add value to personnel processes.

Any reference to "OPDIV" in this Instruction now includes the PHS agencies, the Office of the Secretary, the Program Support Center, HCFA, ACF, and AOA.

This issuance is effective immediately. Implementation of this issuance must be carried out in accordance with applicable laws, regulations, and bargaining agreements.

Filing Instructions:

Remove superseded material and file new material. Post receipt of this transmittal to the HHS Check List of Transmittals and file this transmittal in sequential order after the check list.

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INSTRUCTION 511-1

Distribution: MS (PERS) : HRFC-001

HHS PERSONNEL INSTRUCTION 511-1
POSITION CLASSIFICATION PROGRAM

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Exhibit 511-1-A Delegations of Classification Authority

511-1-00 PURPOSE

This Instruction outlines the policies, requirements, and responsibilities for administration of the Department's position classification program. It also delegates authority to the OPDIVs to establish special classification systems when a different system is authorized by law or by administrative authority.

511-1-10 COVERAGE

This Instruction covers the classification of positions under the general schedule and Federal wage system.

511-1-20 REFERENCES

- A. Us. Code 5101 through 5115 (law - classification)
- B. Us. Code 5346 (law - job grading system)
- C. CFR 511 (regulations - classification under the general schedule)
- D. CFR 532, Subparts F and G (regulations - job grading system)

511-1-30 BASIC RESPONSIBILITY FOR CLASSIFICATION ADMINISTRATION

- A. OPDIV Heads and personnel officers are responsible for ensuring that the classification program within their organizations or the organizations they service is carried out consistently with the law, regulations, policies, requirements, delegated authorities, and Office of Personnel Management (OPM) classification standards.

- B. Generally, classification authority will be exercised by the personnel office. In those unusual situations when an official above the personnel office chooses to personally exercise delegated classification authority, such official must properly apply classification standards.
- C. If an OPDIV wishes to delegate classification authority outside the personnel office on an ongoing basis, it must submit a plan to the Deputy Assistant Secretary for Human Resources for approval. The plan must describe the authority which will be delegated, the training to be provided, and the mechanisms to evaluate the exercise of the authority.

511-1-40 EFFECTIVE DATES OF CLASSIFICATION DECISIONS

Unless otherwise directed by OPM instructions, personnel actions resulting from classification decisions within this Department will be implemented no earlier than the date of the decision, and no later than the fourth pay period beginning after that date.

511-1-50 EMPLOYEE CLASSIFICATION APPEALS

General schedule employees may appeal the classification of their positions either within the Department or directly to OPM. If they appeal first within the Department, they may further appeal to OPM. However, if they first appeal to OPM, they have no further appeal rights.

Wage grade employees must appeal first within the Department. If dissatisfied with the result, they may then appeal to OPM. An appeal to OPM must be filed within 15 calendar days after receipt of the agency appeal decision.

OPDIVs will establish procedures for reviewing and deciding appeals. An appeal must be decided at a level different from the one that initially classified the position.

511-1-60 AGENCY CLASSIFICATION APPEALS

When an OPDIV disagrees with a decision rendered by OPM on a classification appeal, the OPDIV may request that the decision be reconsidered. Such requests will be forwarded to the Deputy Assistant Secretary for Human Resources for review and endorsement to OPM.

511-1-70 CLASSIFICATION OF ATTORNEY POSITIONS

When classifying attorney positions in the Office of the General Counsel (OGC), officials with classification authority will accept a certification from OGC concerning the type of cases and the level of independence at which the attorney is operating, and classification will be based on this certification.

Attorney positions will not be established outside of OGC without the concurrence of that office.

Exhibit A

DELEGATIONS OF CLASSIFICATION AUTHORITY

A. AUTHORITY DELEGATED

1. The Deputy Assistant Secretary for Human Resources is delegated full classification authority and is the final Department authority for technical classification matters.
2. The Heads of OPDIVs (including PHS agencies, the Program Support Center, HCFA, ACF, and AOA) , the Assistant Secretary for Management and Budget for the Office of the Secretary (OS), the Inspector General (for OIG), and personnel officers are delegated the authority to:
 - a. classify all general schedule and Federal wage system positions; and
 - b. classify positions when a law, executive order, regulation, or administrative authority authorizes their establishment outside of existing systems.
3. Before establishing any position in the GS-905 Series outside the Office of the General Counsel (OGC), written concurrence must be obtained from the OGC. Before establishing any position in the GS-1811 Series outside the OIG, written concurrence must be obtained from the OIG.
4. The above delegations do not include authority to classify Administrative Law Judge positions. This authority is retained by OPM.
5. The above delegated authority may be redelegate with further redelegation authorized.

B. EFFECTIVE DATE

These delegations are effective on the date of this transmittal. Existing delegations which are consistent with these delegations may remain in effect.