

<p>U.S. DEPARTMENT OF EDUCATION</p> <p>PERSONNEL MANUAL INSTRUCTION</p>	<p>PMI <u>920-2</u></p> <p>DATE: <u>July 29, 1991</u></p> <p>APPROVED:</p> <p><u>Veronica D. Trietch</u> Director of Personnel</p> <p style="text-align: right;">6/24/02</p>
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EXECUTIVE RESOURCES BOARD CHARTER

I. Authority

Each agency is required by 5 U.S.C. 3393 (b) to establish one or more Executive Resources Boards (ERBs). By statute, the ERB must conduct the merit staffing process for career entry into the Senior Executive Service (SES). The ERB is also responsible for other functions relating to the management of the executive resources of the Department in line with the delegation from the Secretary. The Department of Education's ERB has two major purposes:

- A. To establish and review executive resources policy and guidelines.
- B. To oversee and provide recommendations to the Secretary on executive position management, executive staffing management, executive development management, executive performance management, and executive compensation management for the SES and equivalent level position.

II. Policy

There shall be one ERB in the Department of Education (ED). The Board will provide institutional continuity in executive personnel management in the Department and will assist the Secretary in setting policy, coordinating programs, and evaluating results.

ED's ERB is composed of senior agency officials with expertise and knowledge of Department functions and operations needed to formulate policy for the executive resources of the agency. The ERB is accountable to the Secretary for execution of delegated functions. The decisions of the ERB are subject to the review and approval of the Secretary.

The Secretary will appoint a chairperson and members of the ERB.

The ERB may appoint advisors and ad-hoc task groups to develop policy recommendations on specific subjects and panel members to evaluate the qualifications of candidates for career appointment to the SES.

The Director, Executive Resources Staff will serve as secretary to the ERB and will provide administrative support to carry out the responsibilities of the ERB.

III. Applicability

This Instruction applies to the operations of the ERB for the Department of Education.

IV. Responsibilities of the Executive Resources Board

The ERB is required by law to oversee the merit staffing process for career appointment to the SES. The ERB also functions as an advisor to the Secretary in executive personnel planning, executive resource utilization, and executive development. The major responsibilities of the ERB include:

Executive Position Management

Ensures that the Department structures the work of its executive positions for maximum program effectiveness and that it has the number and kinds of positions and appointing authorities needed for mission accomplishment.

- Recommends number of executive positions currently needed, including general and career reserved complements. Advises on what biennial and interim allocations should be requested from the Office of Personnel Management.
- Proposes how allocated numbers and categories of executive positions should be used.
- In individual cases, recommends the structuring of an executive position, and its placement in or removal from the SES.

Executive Staffing Management

Ensures that the Department recruits, selects, and retains executive staff with the qualifications needed for top quality program management for both immediate and future program needs.

- Recommends executive staffing requirements.

- Recommends how positions are to be filled by type of appointment (career, limited) and by method of appointment (e.g., competitive action, transfer or reassignment from within the SES, or reinstatement) based on review of position allocations.
- Approves qualification standards for positions.
- Monitors recruitment program.
- Oversees merit staffing process, including reviewing executive qualifications of final candidates.
- Oversees any Reduction-in-Force activities in the SES.
- Recommends policy for incorporating the Department's affirmative action plans into activities of the executive personnel program.

Executive Development Management

Ensures that the Department identifies and prepares its best employees for the future assumption of executive and management positions and provides opportunities for continuing growth of its current executive and management team to enhance accomplishment of the Department's mission.

- Recommends executive and management development plans, objectives, policies and funding to the Secretary.
- Identifies executive and managerial competencies needed by the Department.
- Oversees SES candidate and management development programs for the continuing development of senior executives.
- Oversees SES proposals for Intergovernmental Personnel Act assignments.
- Develops policy for SES sabbaticals.

Executive Performance Management

Ensures that Department executives have clear work objectives and performance standards, and that progress and accomplishments are periodically reviewed and adjustments are made in objectives, standards, and assignments to improve both individual and Departmental performance.

- Recommends policy to the Secretary on the SES performance appraisal system, which includes:

- recommending the members of the Performance Review Board (PRB).
- ensuring career majority on PRB for reviewing career senior executives' appraisals.
- setting policy on executive discipline and removal for cause, performance, or during probation and oversight over operation of removal and fall-back procedures.
- developing policies and procedures for recertification of Department SES employees.
- approving recertification performance improvement plans for appointees conditionally recertified.

Executive Compensation Management

Ensures that executives are compensated equitably for their work and that accomplishments are recognized and rewarded.

- Reviews recommendations for pay level increases.
- Recommends nominations for Presidential Rank Awards.
- Provides advice on the most effective use of flexibility in the compensation system (bonuses, incentive awards, ranks, and base pay).