



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

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PERSONNEL BULLETIN NO. 04-09

SUBJECT: Standardized Position Descriptions for Bureau Level Nonsupervisory Accountant, GS-0510 and Financial Specialist, GS-0501 Positions

1. **Purpose.** This bulletin establishes Department of the Interior policy for the use of standardized position descriptions (PDs) for GS-5 through GS-14 accountant and financial specialist positions in bureau headquarters offices. The use of the standardized PDs will enhance Department-wide efforts in addressing such human capital management-related issues as classification consistency and uniform recruitment, training, development, and retention of accounting and financial management personnel.

2. **Background.** A portion of the Department of the Interior's (DOI) *STRATEGIC HUMAN CAPITAL MANAGEMENT PLAN for 2003 – 2007* expresses the need for DOI components to work more effectively as a unified agency. One of the goals identified that is intended to build cross-bureau collaboration and communication is the development of *common position descriptions*. *Common position descriptions* identify qualifications required for similar positions wherever they are located in the Department. This provides greater balance and equity between similar positions in different organizations, and makes it easier for applicants to apply for similar vacancies located in different bureaus.

In late 2002, representatives from DOI's Office of Financial Management and the Office of Personnel Policy established a plan to address the strategic human capital plan goal stated above. The representatives were also tasked with concluding a position classification and position management study of financial management positions that had been initiated sometime earlier. Working together, the respective office representatives developed draft nonsupervisory PDs and distributed them to the Financial Officers Partnership (FOP) and each bureau chiefs of Position Classification for review and comment. All comments submitted were carefully reviewed and assessed. Necessary revisions were made to the initial drafts, culminating in the attached final standardized PDs.

3. **Policy.** Effective immediately, bureaus must use the attached standardized PDs and standardized PD numbering system for all covered nonsupervisory, headquarters level positions at the GS-5 through GS-14 grade levels. The official standardized PDs with standard PD numbers covered by this Personnel Bulletin are:

- Accountant, GS-0510-05 (PD Number DOI501);
- Accountant, GS-0510-07 (PD Number DOI502);
- Accountant, GS-0510-09 (PD Number DOI503);
- Accountant, GS-0510-11 (PD Number DOI504);

- Accountant, GS-0510-12 (PD Number DOI505);
- Accountant, GS-0510-13 (PD Number DOI506);
- Accountant, GS-0510-14 (PD Number DOI507);
- Financial Specialist, GS-0501-05 (PD Number DOI508);
- Financial Specialist, GS-0501-07 (PD Number DOI509);
- Financial Specialist, GS-0501-09) PD Number DOI510);
- Financial Specialist, GS-0501-11 (PD Number DOI511);
- Financial Specialist, GS-0501-12 (PD Number DOI512);
- Financial Specialist, GS-0501-13 (PD Number DOI513);
- Financial Specialist, GS-0501-14 (PD Number DOI514).

- A. **Official Titles – GS-0510 positions.** For GS-0510 accountant PDs, bureaus are authorized to add the appropriate authorized title (e.g., Accountant, Cost Accountant, Staff Accountant, Systems Accountant) to Line 15.b. of the Optional Form 8, in accordance with the specific work situation as compared to the governing titling instructions (see the “Remarks” block of Optional Form 8).
- B. **Official Titles – GS-0501 positions.** *Financial Specialist* is the DOI-sanctioned official title. Titles that were previously used for these positions are no longer authorized. *Financial Analyst* is a title that was authorized by OPM for positions covered by the Financial Analysis Series, GS-1160. *Financial Management Specialist* is very similar to *Financial Manager*, which OPM authorized as the official title for positions covered by the Financial Management Series, GS-0505. To avoid confusion, *Financial Management Specialist* should not be used for the covered GS-0501 positions.
- C. **Standardized PD Numbering System.** Bureaus must implement the DOI standardized PD numbering system for newly established positions and when replacing existing PDs with the standardized ones. The DOI PD number must be entered into FPPS, in accordance with bureau procedures, so that it prints on the incumbent’s SF-50 (Notification of Personnel Action). Because some bureaus use Block 1 of the Optional Form 8 (PD cover sheet) for payroll-related purposes, note that the PD numbers appear in Block 14 of the attached Optional Form 8s.
- D. **Management’s Responsibility for PD Accuracy and Position Management.** Use of standardized PDs in no way detracts from management’s authority and responsibility to ensure that officially assigned and performed duties and responsibilities accurately match PDs of record for all covered employees. Likewise, using standardized PDs also does not diminish management’s responsibility to adhere to basic position management principles. Management officials are urged to contact their respective servicing human resources office for advice and guidance on these subjects.

The Department's point of contact for this policy is Winford Hooker, at (202) 208-7949, or by E-mail: Winford_Hooker@ios.doi.gov.

A handwritten signature in cursive script that reads "Carolyn Cohen". The signature is written in black ink and has a long horizontal flourish extending to the right.

Carolyn Cohen
Director, Office of Personnel Policy