

**DEPARTMENT OF THE INTERIOR  
HUMAN RESOURCES MANAGEMENT HANDBOOK**

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**PROCLASS PLUS**

**1. What is ProClass Plus?**

ProClass Plus is an automated system designed to assist managers, supervisors, and personnel consultants in creating position descriptions, analyzing and classifying those positions and automatically generating a variety of related documents and reports.

**2. Using ProClass, What Types of Positions Will I Be Able To Classify?**

The initial phase of the ProClass implementation will provide you with the ten most populous series/clusters within Interior. You will have the authority to classify positions.

- \*Park Ranger, GS-025
- \*Secretary/Office Automation, GS-318/GS-326
- \*Multiple Clerical Cluster, GS-302/GS-303/GS-304/GS-305/  
GS-309/GS-312/GS-322/GS-326/GS-335
- \*Biological Science, GS-401
- \*Administrative Analysis Cluster, GS-343/GS-301/GS-341
- \*Civil Engineering Cluster, GS-802/GS-810
- \*Computer Specialist, GS-334
- \*Education Specialist, GS-1710
- \*Hydrologist, GS-1315

**3. Will There Be Additional Series?**

Yes, bureaus may submit requests for additional series.

**4. When Will ProClass Be Available?**

The series listed above will all be available to users by the end of August 1995. Each bureau is developing an implementation schedule.

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**5. How do I get access to ProClass?**

ProClass will be available to users through their personal computer and will utilize the same security profiles as SF-52. The system will automatically interface with the SF-52 system and create Automated Vacancy Announcement Distribution System (AVADS) and Microcomputer Assisted Rating System (MARS) extract files.

**6. How Will ProClass Help Me?**

Managers will be able to create position descriptions at their computer using one of three simple methods. You can create a position description by answering yes/no to a list of duty statements, select the grade level and series desired and have the system "reverse engineer" a position, or pull an existing position description from an on-line directory and make modifications or use as is. ProClass has been evaluated against conventional manual systems and with ProClass users achieved a time savings ranging from 13 hours to 28 hours.

**7. Why Are We Automating The Classification Process Now When Substantial Changes May Occur Which Would Dramatically Change The Classification Process, i.e., series consolidation or grade banding?**

In support of the National Performance Review and the Department's streamlining goals, we have reviewed the various processes with personnel. Classification is a prime area which will benefit from both automation and delegation of authority to managers. We can no longer wait and see what may happen in the classification arena. However, the need for a system which can easily adapt to future changes was predominant in our focus. With ProClass, Interior will be uniquely positioned to adapt to change. ProClass is an expert system which can quickly respond to a changing environment whether

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the changes are produced by systematic changes (e.g. pay banding) or whether these changes result from intermittent changes (e.g. case law).

**8. What If I Need Help?**

Users will have a complete and comprehensive user manual, a quick reference guide, telephone service and help desk assistance, and on-line glossary. Additionally, there are personnel consultants available in each bureau to provide assistance.