

NSPS CIVILIAN HEALTHCARE OCCUPATIONS POSITION DESCRIPTION LIBRARY

This electronic library was developed through cooperative effort of the Department of the Navy Office of Civilian Human Resources, the Navy Medical Civilian Community Manager (OPNAV N11) and the Bureau of Medicine and Surgery (M1)

TABLE OF CONTENTS

I. Introduction	3
II. How to Use this Guide	4
III. Developing Supervisory Position Descriptions Using the Standard Descriptions Contained in this Library	7
IV. List of Classified Position Descriptions for Medical Career Group	10
<i>A. Physician/Dentist Pay Schedule (YG)</i>	10
<i>B. Professional Pay Schedule (YH)</i>	10
<i>C. Technician/Support Pay Schedule (YI)</i>	11
V. List of Classified Position Descriptions Standard Career Group	13
<i>A. Professional/Analytical Pay Schedule (YA)</i>	13
<i>B. Technician/Support Pay Schedule (YB)</i>	13
Appendix A. Conversion Criteria from GS Nonsupervisory Positions	14
Appendix B. Classification Criteria for Positions Within the Medical Career Group	15
<i>A. Classification Criteria - Physician/Dentist Pay Schedule - YG</i>	15
<i>B. Classification Criteria - Professional Pay Schedule - YH</i>	18
<i>C. Classification Criteria - Technician/Support Pay Schedule -- YI</i>	21
Appendix C. Adding an Addendum to a Classified Position Description	23

I. INTRODUCTION

This position description library is developed as part of a BUMED initiative to reduce the time required to fill civilian positions. The classification process under the General Schedule is a time consuming and often frustrating experience. The norm is approximately 10 calendar days, although everyone has horror stories of positions that took several months and even a year until a final classification was approved.

Under the National Security Personnel System (NSPS) the traditional fifteen grade system has been simplified into career groups, pay schedules and broad pay bands. This simplification process was designed both to save time in the classification process and to provide additional flexibilities in filling and compensating positions. By developing and using standardized and centrally classified position descriptions for the healthcare occupations, BUMED makes that promise a reality. In terms of time saving, the use of the position descriptions available through this library will reduce the classification process to fewer than ten minutes.

The following is a very brief summary of how these position descriptions were prepared. Two subchapters of the DoD NSPS implementation guidance state the overall requirements: namely, [Subchapter 1911](#), which provides the conversion criteria for the transition of the fifteen grades of the General Schedule to the various NSPS broad pay band structure, and [Subchapter 1920](#), which provides specifics concerning the classification structure and associated criteria for the NSPS broad pay bands and the occupational series and titles that make them up. [Appendix A](#) of this library contains a conversion chart used in transitioning nonsupervisory positions from the General Schedule to the NSPS broad pay band structure. [Appendix B](#) of this library provides additional details about the NSPS classification of nonsupervisory positions within the Medical Career Group which were followed in establishing this library. [Appendix B](#) is intended for position management and human resources personnel who desire a better understanding of how pay bands were selected and the types of positions that are placed within each pay band.

All positions descriptions contained in this library have been reviewed and approved by subject matter experts within Navy Medicine – where designated, by the specialty or sub-specialty leaders. BUMED worked closely with the Navy Civilian Medical Community Manager (OPNAV N11) and benefited greatly from the work being done by that office in the identification and validation of competencies. In addition, drafts of many of the position descriptions were shared with staff members within both Army and Air Force Medicine who were engaged in similar efforts for their Services. Finally, all position descriptions within this library have been reviewed and classified by the Principal Classifier for the Department of the Navy and conform to all the classification standards set by the Office of Civilian Human Resources.

II. HOW TO USE THE GUIDE

All the positions descriptions contained in this guide are classified and may be used at any Department of the Navy activity employing personnel in the occupational series and broad pay bands covered. Since the position descriptions are already classified, **they must be used as written**. As standardized or generic position descriptions, they cover the work that is *typically* found in positions covered by that occupational series for that broad pay band. They are not intended to cover all duties and responsibilities assigned to personnel in that occupational series and pay band at a specific activity. Where managers and supervisors desire additional specificity on duties and assignments for particular positions, they are encouraged to prepare an Addendum to the standard position description and attach it to the classified position description from this library. An Addendum will **not** change the pay schedule, occupational series, title and pay band (i.e., the classification) of the position. The use of an Addendum allows managers and supervisors to comply with the requirements for specificity sought by The Joint Commission and the desire to clarify for employees what is expected at the specific worksite. An example of an Addendum is found at [Appendix C](#).

The library is organized as outlined in the DoD NSPS implementing guidance for the Classification of positions within the Medical Career Group (see, subchapter 1920, Appendix 1.1.3.1). There are four pay schedules that comprise the Medical Career Group. They are defined as:

[Physician/Dentist Pay Schedule \(YG\)](#). This schedule, with two pay bands and is limited to 0602 Physician and 0680 Dentist positions based on their distinctive compensation practices and career progression.

[Professional Pay Schedule \(YH\)](#). All other professional occupations in the medical field are covered by this pay schedule, consisting of three pay bands. Pay band 1 is for entry and developmental positions only; pay band 2 is for work at the full-performance level; and pay band 3 is for Component-level program manager/experts. *Analytical occupations in the medical and health area are covered by the Standard Career Group, e.g., 0670 and 0671.*

[Technician/Support Pay Schedule \(YI\)](#). This pay schedule includes specialized technician and other medical and health support work, and consists of three pay bands. Pay bands 1 and 2 represent typical full-performance work; pay band 3 is expert work.

[Supervisor/Manager Pay Schedule \(YJ\)](#). Employees who supervise work in the Medical Career Group are classified in this pay schedule. Assignment of a position to one of the four pay bands is determined by factors such as type and level of work supervised, and level of supervision. All supervisory 0602 Physician and 0680 Dentist positions are classified to pay band-4. Only positions that supervise 0602 Physician and 0680 Dentist positions in either pay bands 2 or 3 are eligible for pay band-4.

Within each of the four pay schedules the position descriptions are arranged by occupational series (very similar to those contained under the General Schedule, e.g., 0610 covers Nurse positions) and then by pay band. Where there are occupational series allow for the use of parenthetical titles, they are grouped under the appropriate occupational series, e.g., Nurse

(Clinical). *To use a position description from this library, simply locate the appropriate pay schedule, occupational series, title (including parenthetical) and pay band. **The positions are already classified**, so you are free to either add an Addendum or move to the next step in the recruitment process. Space for age-level designation of patients is also provided where appropriate.*

There are also several positions in hospital management and clerical healthcare support that are classified in NSPS within the Standard Career Group, e.g., Psychologists and Social Workers and the technicians who support them. They are contained in their own section in this library below the position descriptions for the Medical Career Group. See [List of Classified Position Descriptions for Standard Career Group](#).

For local activity-level healthcare positions that are covered by the pay schedules and occupational series in this library but do **not** appear to conform **fully** to the requirements specified in the standard or generic position descriptions contained here, managers and supervisors are encouraged to make appropriate modifications to the information contained in the positions descriptions. *However, once modified the new position description must be submitted to your servicing Human Resources Office or Human Resources Service Center for classification before proceeding with recruitment, reassignment, etc.*

A Reminder: Each pay schedule and pay band within the Medical Career Group operates separately. To assume that the organizing principles in one pay schedule apply similarly to those in another pay schedule is incorrect. Three examples will help.

Example 1: Physician/Dentist Pay Schedule (YG) contains no pay band 1.

Example 2: Professional Pay Schedule (YH) contains a pay band 1 which covers Entry/Intern/Developmental positions. Pay band 2 covers full performance positions. In short, employees occupying pay band 1 positions **are being trained and developed solely** for placement at the pay band 2 level. If unsuccessful in that training and development process, they will be removed from their pay band 1 position and assigned to a new occupational series of titled position.

Example 3: Technician/Support Pay Schedule (YI) contains pay band 1 positions that are **at their full performance level**. These employees perform procedural and routine medical support work. Procedures are well known by employees. Employees work in strict adherence to the guidelines. Thus, pay band 1 positions are permanent and may be occupied throughout the employee's entire career *with no expected promotion into pay band 2*.

Thus, it is critical that managers and supervisors unfamiliar with the pay band structure review the chart in [Appendix A](#) to understand the relationship between the NSPS pay schedules and broad pay bands and the General Schedule classification system. Looking at the pay band number alone will not provide sufficient information to make judgments about career progression of specific positions.

For the convenience of users, this library is arranged by the Medical Career Group and then broken into its four pay schedules. Within the pay schedules will be the various occupational series with their various titles and pay bands. The Standard Career Group positions follow the Medical Career Group. In addition, a numerical listing of occupational series and an alphabetical listing of position titles is included for simplicity of use.

III. DEVELOPING SUPERVISORY POSITIONS USING THE STANDARD POSITIONS CONTAINED IN THIS LIBRARY

The NSPS emphasizes the importance of supervisory and managerial duties performed by supervisors and managers. To simplify the process of developing supervisory positions within our standardized NSPS library, simply add **one of the following three statements** to page 3 of the position descriptions (the Continuation Sheet) for the appropriate nonsupervisory PD and then change the pay schedule and title, while retaining the occupational series and required conditions of appointment.

Example #4: To establish a first-level Supervisory Medical Records Technician in YC-1 simply add the first statement below for an immediate supervisor to the appropriate YA-0675-1 or YA-0675-2 standardized PD that best reflects the work the person will do when not engaged in supervision. The statement below should be added to page 3 of the standardized PD – the continuation page. The word “Supervisory” should be added to the Position Title in block 2 and the Supervisory Status should be changed to “2” in Block 13.

List of positions and number of employees supervised:

7 YB-0675-1 -- Medical Records Technicians

Example #5: To establish a second-level Supervisory Medical Records Specialist in YC-2 simply add the second statement below for an intermediate supervisor to the appropriate YA-0669-2 standardized PD. The statement below should be added to page 3 of the standardized PD – the continuation page. The word “Supervisory” should be added to the Position Title in block 2 and the Supervisory Status should be changed to “2” in Block 13.

List of positions and number of employees supervised:

1 YA-0669-2 -- Medical Records Specialist
1 YA-0671-2 -- Health Systems Specialist
3 YC-0675-1 -- Supervisory Medical Records Technicians
21 YB-0675-1 -- Medical Records Technicians

As an **immediate or first-level supervisor** performs *all* of the following:

- Assignment of Work – assigns and redistributes work to subordinates based on priorities, difficulty of assignments and the capability of the employees.
- Technical Oversight – provides technical oversight of work to insure timeliness and compliance with regulations, standards and procedures.
- Performance Management – develops performance standards and plans, conveys them to the employees, and rates employees. Includes recognizing employee contributions.
- Recruiting and Hiring – identifies recruitment sources, assesses and interviews candidates, and recommends/selects hiring, promotions and reassignments.

- Development and Training – identifies developmental and training needs of employees and provides or arranges for developmental assignments and training.
- Discipline – takes disciplinary and other corrective measures, e.g., warnings, reprimands, etc., to correct or address conduct and performance issues.

List of positions and number of employees supervised:

As an **intermediate or supervisor for subordinate supervisors** performs *all* of the following:

- Assignment of Work – assigns and redistributes work to subordinate supervisors based on priorities, difficulty of assignments and the capability of the employees.
- Technical Oversight – provides technical oversight of work produced or services provided by organizations under control of subordinate supervisors to insure timeliness and compliance with regulations, standards and procedures. Makes decisions on technical and supervisory (including personnel) problems encountered by subordinate supervisors.
- Performance Management and Recognition – develops performance standards and plans, conveys them to subordinate supervisors and rates them. Reviews evaluations of nonsupervisory employees rated by subordinate supervisors. Assure reasonable equity of individual employee work standards, plans, ratings and recognition among subordinate supervisors. Recommends performance awards and salary/bonuses for subordinate employees.
- Recruiting and Hiring – identifies recruitment sources, assesses and interviews candidates, and recommends/selects hiring, promotions and reassignments for subordinate supervisory positions;
- Development and Training – identifies developmental and training needs of employees and provides or arranges for developmental assignments and training.
- Discipline – takes disciplinary and other corrective measures, e.g., warnings, reprimands, etc., to correct or address conduct and performance issues.

List of positions and number of employees supervised:

As a **manager within and organization with subordinate supervisors** performs *all* of the following:

- Managerial Direction – with the senior leadership of the organization develops the mission goals and objectives and assesses organizational and subordinate employees’ performance based on them. Assigns and redistributes work to subordinate supervisors based on organizational priorities, difficulty of assignments and the capability of the employees.
- Technical Oversight – provides technical oversight of work produced or services provided by organizations under control of subordinate supervisors to insure timeliness and compliance with regulations, standards and procedures. Makes decisions on technical and supervisory (including personnel) problems encountered by subordinate supervisors.
- Performance Management and Recognition – develops performance standards and plans, conveys them to subordinate supervisors and rates them. Reviews evaluations of subordinate employees to assure reasonable equity of work standards, plans, ratings and recognition. Reviews recommendations for performance awards and salary/bonuses for subordinate employees to assure reasonable equity in approach and level of contribution.

- Recruiting and Hiring – identifies recruitment sources, assesses and interviews candidates, and recommends/selects hiring, promotions and reassignments for subordinate supervisory positions.
- Development and Training – identifies developmental and training needs of employees and provides or arranges for developmental assignments and training.
- Discipline – takes disciplinary and other corrective measures, e.g., warnings, reprimands, etc., to correct or address conduct and performance issues.
- EEO and Quality of Worklife – insure appropriate representation within the organization managed and insures compliance with safety and occupational health program requirements

List of positions and number of employees supervised:

**IV. LIST OF CLASSIFIED POSITION DESCRIPTIONS
MEDICAL CAREER GROUP**

**[Position Descriptions in Black are currently classified and available via the NSPS
Position Description Page, those in Red are pending classification and will be posted
when they become available]**

A. Physician/Dentist Pay Schedule (YG)

- YG-0602 Physician (General Practice)
- YG-0602 Physician (Anesthesiology)
- YG-0602 Physician (Cardiology)
- YG-0602 Physician (Dermatology)
- YG-0602 Physician (Emergency Medicine)
- YG-0602 Physician (Family Practice)
- YG-0602 Physician (Gastro)
- YG-0602 Physician (General Surgery)
- YG-0602 Physician (Internal Medicine)
- YG-0602 Physician (Obstetrics)
- YG-0602 Physician (Occupational Medicine)
- YG-0602 Physician (Orthopedic Surgery)
- YG-0602 Physician (Otolaryngology)
- YG-0602 Physician (Physical Medicine and Rehabilitation)
- YG-0602 Physician (Psychiatry)
- YG-0602 Physician (Radiology)
- YG-0602 Physician (Urology)
- YG-0680 Dentist
- YG-0680 Dentist (Comprehensive)
- YG-0680 Dentist (Endodontal)
- YG-0680 Dentist (Maxillofacial Prosthodontist)
- YG-0680 Dentist (Oral Diagnosis)
- YG-0680 Dentist (Oral Maxillofacial Surgery)
- YG-0680 Dentist (Orofacial Pain)
- YG-0680 Dentist (Orthodontist)
- YG-0680 Dentist (Peridontist)
- YG-0680 Dentist (Prosthodontist)

B. Professional Pay Schedule (YH)

- YH-0601 Others/General Health Science
- YH-0603 Physician Assistant
- YH-0610 Registered Nurse
- YH-0610 Anesthetist
- YH-0610 Case Management
- YH-0610 Clinical
- YH-0610 Clinical/Ambulatory Care
- YH-0610 Clinical/Critical Care

YH-0610 Clinical/Dialysis
 YH-0610 Clinical/Mental Health
 YH-0610 Clinical/Oncology
 YH-0610 Clinical/Perioperative
 YH-0610 Clinical/Rehabilitation
 YH-0610 Clinical/Women's Health
 YH-0610 Clinical/Wound-Ostomy
 YH-0610 Community Health
 YH-0610 Consultant
 YH-0610 Educator
 YH-0610 Infection Control
 YH-0610 Midwife
 YH-0610 Occupational Health
 YH-0610 Practitioner/Adult
 YH-0610 Practitioner/Family
 YH-0610 Practitioner/Mental Health
 YH-0610 Practitioner/Pediatric
 YH-0610 Practitioner/Women's Health
 YH-0610 Quality/Risk Management
 YH-0610 Research
 YH-0630 Dietitian
 YH-0630 Nutritionist
 YH-0631 Occupational Therapist
 YH-0633 Physical Therapist
 YH-0638 Recreation Therapist
 YH-0644 Medical Technologist
 YH-0660 Pharmacist
 YH-0662 Optometrist
 YH-0665 Audiologist/Speech Pathologist
 YH-0668 Podiatrist
 YH-0690 Industrial Hygienist

C. Technician/Support Pay Schedule (YI)

YI-0620 Licensed Practical Nurse
 YI-0621 Nursing Assistant
 YI-0622 Medical Supply Tech
 YI-0636 Physical Therapy Assistant
 YI-0640 Health Technician
 YI-0640 Health Technician (Industrial Hygiene)
 YI-0642 Nuclear Medicine Tech
 YI-0645 Medical Technician
 YI-0646 Cytology Technician
 YI-0646 Histopathology Technician
 YI-0646 Pathology
 YI-0647 Diagnostic Radiologic Technologist

YI-0648 Therapeutic Radiologic Technologist
YI-0649 Medical Instrument Technician
YI-0651 Respiratory Therapist
YI-0661 Pharmacy Technician
YI-0667 Prosthetist/Orthotist
YI-0681 Dental Assistant
YI-0682 Dental Hygienist
YI-0683 Dental Laboratory Technician
YI-0698 Environmental Health Technician

**V. LIST OF CLASSIFIED POSITION DESCRIPTIONS
STANDARD CAREER GROUP**

**[Position Descriptions in Black are currently classified and available via the NSPS
Position Description Page, those in Red are pending classification and will be posted
when they become available]**

A. Professional/Analytical Pay Schedule (YA)

YA-0180 Clinical Psychologist
YA-0185 Social Worker
YA-0187 Social Worker Associate
YA-0669 Medical Records Administration
YA-0671 Health Systems Specialist
YA-0673 Hospital Housekeeping Officer
YA-0688 Sanitarian Specialist

B. Technician/Support Pay Schedule (YB)

YB-0181 Psychology Technician
YB-0186 Social Services Assistant
YB-0675 Medical Records Technician
YB-0679 Medical Support Assistant
YB-0962 Contact Representative

APPENDIX A
Conversion Criteria from GS Nonsupervisory Positions

Nonsupervisory Pay Schedules	Pay Band 1	Pay Band 2	Pay Band 3	Pay Band 4
YA - STND - PROF/ANALYTICAL	GS-5 to 8 GS-9 to 11*	GS-9 to 13	GS-14 to 15	n/a
YB - STND - TECHNICIAN/SUPPORT	GS-1 to 6	GS-7 to 10	GS-11 to 12	n/a
YP - STND - SEEP PGM **	GS-1 to 11	n/a	n/a	n/a
YD - S&E - PROF	GS-5 to 8 GS-9 to 11*	GS-9 to 13	GS-14 to 15	n/a
YE - S&E - TECH/SUPPORT	GS-1 to 6	GS-7 to 10	GS-11 to 12	GS-13
YG - MED -PHYS/DENTIST***	n/a	All grades	n/a	n/a
YH - MED - PROF	GS-5 to 8 GS-9 to 11*	GS-9 to 13	GS-14 to 15	n/a
YI - MED - TECH/SUPPORT	GS-1 to 6	GS-7 to 10	GS-11 to 12	n/a
YK - I&P - INVSTGTV	GS-5 to 8 GS-9 to 11*	GS-9 to 13	GS-14 to 15	n/a
YL - I&P - FIRE PROTCN	GS-1 to 6	GS-7 to 10	GS-11 to 12	GS-13 to 14
YM - I&P - POLICE/SECGUARD	GS-1 to 6	GS-7 to 10	n/a	n/a
<p>* GS-9 through GS-11 positions without promotion potential are converted to pay band 2. GS-9 through GS-11 positions with promotion potential are considered "developmental" and are converted to pay band 1 ** Student Educational Employment Programs (SEEP) *** As preparation for conversion, Components may review nonsupervisory physician (GS-602) and dentist (GS-680) positions to determine if such positions meet the criteria for YG, Pay Band 3 (see SC1920, Appendix 5, Part III). Where the employing Component determines the position meets the criteria, the employee shall be converted to YG, pay band 3.</p>				

Source: [Subchapter 1911](#), Table SC1911-1

**APPENDIX B
CLASSIFICATION CRITERIA FOR POSITIONS WITHIN THE
MEDICAL CAREER GROUP**

Appendix 5 of [Subchapter 1920](#) contains very detailed guidance concerning the classification of positions within each NSPS pay schedule. The guidance in that Appendix was followed in the development of each of the position descriptions contained with this library. In black font below are the published criteria from Subchapter 1920. **In dark red font is the BUMED supplemental guidance.**

CLASSIFICATION CRITERIA FOR MEDICAL CAREER GROUP

A. Classification Criteria - Physician/Dentist Pay Schedule - YG

Instructions for Use:

Pay bands encompass a range of work. Pay band 2 and pay band 3 descriptors represent the threshold (“floor”) of each range of work. A position must meet a descriptor to be assigned to that pay band. Select the appropriate pay band descriptor.

DESCRIPTOR

Pay band 1

There is no physician/dentist pay band 1 since there are no entry/developmental positions in which employees carry out physician/dentist assignments designed to provide the competencies, skills and experiences needed to perform pay band 2 work.

Pay band 2

Physician/dentist positions involve the full range of cases, from those where the patients have common ailments to the very difficult, in a medical specialty. In hospitals they serve as consultants on the most difficult cases and perform the most advanced diagnostic and treatment procedures. The most difficult and complex diagnostic cases may be referred to consultants at specialized facilities. They are also responsible for medical students, interns or residents assigned for training in their specialty. They may also engage in some research projects. This level is appropriate for most clinical and hospital (and equivalent) medical facilities in DoD. It is also appropriate for some physician/dentist positions in Medical Command headquarters.

Pay band 3

A. Physician/dentists are responsible for the most difficult cases where they routinely diagnose rare and difficult-to-identify symptoms and are responsible for developing a full treatment regimen utilizing emerging techniques and/or prolonged or complicated procedures. Cases are often critical and require immediate decisions because patients have failed to respond to previously-tried treatment regimens. Within DoD, this level is typically found at medical research facilities and specialized DoD medical facilities (e.g., Walter Reed Army Medical Center for prosthesis, Brooke Army Medical Center for burn treatment, etc.). Physician/dentists can only be assigned to this level after written approval of the Component Headquarters or Component medical command (e.g., Department of the Navy's Bureau of Medicine and Surgery; U.S. Army Medical Command).

B. Medical program development and/or oversight of major Component/Command (or equivalent) or Department (OSD) level programs. Program development and/or oversight at this level does not require the physician/dentist to perform direct patient care functions.

BUMED has added the following note to all the physician and dentist position descriptions contained in the library to help clarify the differences between positions within pay band 2 and pay band 3.

NOTE: The primary difference between positions classified in pay band 2 and pay band 3 of the Physician and Dentist pay schedule is defined by DoD as the type of organization in which they are employed. DoD guidance in the NSPS implementing issuances states that most positions within clinical and hospital medical facilities will be placed within pay band 2.

Pay band 3 positions are reserved within DoD generally to medical research facilities and specialized DoD medical facilities - within Navy Medicine those are primarily the Naval Medical Centers.

In both pay band 2 and pay band 3 physicians and dentists will generally be (1) board certified in their specialty and (2) treat the full range of cases, from most common to the very difficult. In both pay bands physicians and dentists will serve as consultants on the most difficult cases and perform advanced diagnostic and treatment procedures. The most difficult cases may be referred to consultants at specialized facilities. In both pay bands physicians and dentists may be responsible for overseeing the work of medical students, interns and residents assigned for training in their specialty. They may also engage in some research projects.

Pay band 3 positions will be relatively rare and reserved for specific positions which routinely diagnose rare and difficulty-to-identify symptoms and are responsible for developing a full treatment regiment utilizing emerging techniques and/or prolonged

and complicated procedures. Cases are often critical and require immediately decision because patients have failed to respond to previously-tried treatment regimens. Thus positions in pay band 3 must meet both the criteria of location within the required type of medical treatment facility as well as be responsible for the most complicated cases at that medical treatment facility.

Pay Band 3 will also include medical and dental program development and/or oversight of major Component/Command (or equivalent) or Department (OSD) level programs. Program development and/or oversight at this level does not require the physician/dentist to perform direct patient care functions. Within Navy Medicine, these positions will be primarily at BUMED itself and the Navy Medicine Regions.

Physicians and dentists positions may only be assigned to pay band 3 after written approval of the BUMED NSPS Oversight Group.

Ref: DoD 1400.25-M, [Subchapter 1920](#), Appendix 5, Part III, subj: Classification Criteria for Medical Career Group, dtd, 6/10/2008

NOTE: BUMED has **not** prepared pay band 3 position descriptions for physician and dentist positions that are **research-oriented**. Those position descriptions will need to be developed locally to reflect the uniqueness of the position and submitted to the servicing Human Resources Office or Human Resources Service Center for classification. Upon determination that the position satisfies the requirements for inclusion within pay band 3, the position will need to be submitted to BUMED M11 for review and approval by the NSPS Oversight Group.

B. Classification Criteria - Professional Pay Schedule - YH

Instructions for Use:

Pay bands encompass a range of work. Pay band 2 and pay band 3 descriptors represent the threshold (“floor”) of each range of work. A position must meet a descriptor to be assigned to that Pay band.

DESCRIPTORS

Pay band 1

Entry/Intern/Developmental positions. Employees carry out medical assignments using basic principles, concepts and methodology of the occupation. Work is designed to provide the competencies, skills and experiences needed to perform pay band 2 work. This level is not considered Full-Performance/Journey level for any occupation in this pay schedule.

Pay band 2

Full-Performance level positions. The employee is an experienced worker who has gained competencies and skills either by work experience at pay band 1 or through relevant graduate study and/or experience. The employee carries out assignments independently. This level is appropriate for most installation and headquarters positions in DoD occupations in this pay schedule.

Pay band 3

Subject matter expert/program manager level positions. Employees at this level are either subject matter experts or project/ program managers. Work at this level typically involves responsibility for program development and/or oversight of major Department (OSD) level or Component level medical programs. The scope of the work is typically the “big picture” rather than “action officer work” and typically impacts the work of other experts. Work involves independently resolving medical problems or issues, impacting programs that extend across Components or throughout a Component.

Definitions:

PB-3 Program. Examples of programs at this level, include developing Defense-wide or Component medical protocols and polices for the treatment of biological/chemical agents; developing Defense-wide or Component training and development programs to meet emerging requirements; developing polices related to troop protection and

treatment in forward deployment areas, etc. Programs are located in Component headquarters and are carried out throughout the Component at multiple installations and/or regions.

Project. Projects are of a specific duration while programs are ongoing. Projects require the definition of the project goals; developing plans, schedules and cost estimates for attaining them; determining what functions should be contracted and which should be in-house, establishing evaluation and assessments, and exercising delegated responsibility and authority for decisions.

PB-3 Project/Program manager. A project/program manager is responsible for an entire medical project/program throughout the organization. Manages project/program requirements, objectives, and metrics; and resolves conflicts among schedules, funding, and resources. Develops Component medical program policies, resolves critical problems or issues related to policy application, and coordinate major program functions within the Component and subordinate medical organizations. Work is often interrelated and interdependent with other Component program managers. Provides policy guidance to medical technical experts. Serves as a medical technical authority for the Component.

PB-3 Subject-matter expert. A subject-matter expert is recognized as a technical authority throughout the organization (e.g., component, command, etc.). Subject-matter experts typically advise management and colleagues on difficult problems, conduct special studies, propose options and alternatives, represent the command, etc.

Subject-matter experts often participate in committees and seminars of Component, or DoD importance. This involves meeting with other experts having a variety of viewpoints or objectives on issues of considerable consequence or importance; presenting the Component's rationale or position on specific problems; and participating in the problem solving process by negotiation, compromise, or developing suitable alternatives.

The fact that a position is the senior medical specialist in a Command does not automatically mean the incumbent is pay band 3 medical expert.

Scope and Impact of Positions.

Positions at this level are typically found in Component Headquarters. Within the Components, this level may be credited to a Medical Command performing Component-wide medical functions. However, the fact that a position is located at a Component level does not automatically mean the incumbent is a subject-matter expert or project/program manager responsible for project/program development and/or oversight of major OSD or Component medical projects/programs. Not all medical

program managers/expert positions at a Component have Component-wide authority and/or responsibility.

BUMED as well as the Medical Departments of the other Services worked long and diligently with the DoD personnel writing the NSPS implementing guidance to insure that the range of pay within the YH pay band 2 could accommodate the range of positions and special salary rates covering those positions. The DoD compromise was the extension of the YH pay band 2 one additional grade beyond that of the Standard Career Group. That compromise was intended to allow the DoD medical community space to expand within a single pay band to address the compensation needs of practitioners without “artificially forcing” positions into the expert designation required for positions in pay band 3. The positions in this library reflect that agreement and reserve pay band 3 positions for program managers and experts *truly working on DoD or DON-level programs*. Those positions are generally found at the BUMED or region level.

Issues of compensation required to recruit and retain highly trained and educated healthcare providers is addressed further in the BUMED Business Rules for Compensation Management and through Target Local Market supplements which will be coordinated with the other Services and established by DoD.

C. Classification Criteria - Technician/Support Pay Schedule -- YI

Instructions for Use:

Pay bands encompass a range of work. Pay band 2 and pay band 3 descriptors represent the threshold ("floor") of each range of work. A position must meet a descriptor to be assigned to that Pay band.

DESCRIPTORS

Pay band 1

Employees perform procedural and routine medical support work. Procedures are well known by employees. Employees work in strict adherence to the guidelines. They use initiative to perform recurring assignments. Decision making is limited since the employee is provided specific and detailed guidelines, instructions, and procedures for all important aspects of the work. Changes or deviations must be approved by the supervisor or a higher level technician.

Pay band 2

Employees use substantive medical-related knowledge to perform work. Guidelines often are not specific and not directly applicable to employee assignments. Employees work independently to identify what facts and situations are the most important and use them to choose the most appropriate guidance and determine the best course of action. This often requires independently interpreting and adapting policies, guides, procedures, regulations, and precedents to new or unique situations. Employees are very familiar with a large number of guides.

Pay band 3

Complex and/or unusual medical-related technician work is in this pay band. Guidelines always have significant gaps requiring employees to identify the most significant issues and important facts. Employees exercise a high degree of initiative in searching out sources of information, much of it indirect or obscure, to make these determinations.

Employees independently modify or improvise partially applicable procedures to accomplish and complete complex and/or unusual assignments. In the absence of complete information, employees independently develop new criteria, methods, and procedures to solve problems.

The employees' expertise allows the resolution of virtually all technical problems. The employee is delegated considerable latitude or authority to carry out the work, and make decisions regarding his/her own work, without prior supervisory approval.

Note: Although Level 3 is applicable to a few occupations (e.g., YI-0640, Health Technician, and YI-0646, Pathology Technician), this level does not represent the work of most DoD nonsupervisory positions in the Medical Technician/Support Pay Schedule. Positions performing work in other occupations in the Nonsupervisory Medical Technician/Support Pay Schedule should be carefully reviewed before assignment to Level 3.

BUMED carefully studied the pattern of positions classified throughout Navy Medicine under the General Schedule prior to establishing the position descriptions within this library. It must be remembered that a significant portion of the Navy Medicine workforce covered by the General Schedule classification system after conversion to NSPS in March 2008. It is BUMED's intention to retain relative consistency between the positions classified and compensated within either system. As a result, there are a number of occupational series in which pay band 3 positions descriptions have **not** been developed.

Some occupational series in the YI pay schedule are such that the *typical work performed* is procedural and routine in nature. Procedures are well known by employees. Employees work in strict adherence to the guidelines. They use initiative to perform recurring assignments. Decision making is limited with changes or deviations must be approved by the supervisor or a higher level technician. Those positions are classified as YI-1. The relatively few positions that might classify at the YI-2 level are for senior technicians whose responsibilities grant considerable independence, require the use of multiple guidelines and allow for changes from routine procedures.

Also worth repeating is that unlike the YH Professional pay schedule, pay band 1 positions in the YI Technician/Support pay schedule are **normally not** being developed for positions in pay band 2. Where advancement from pay band 1 to pay band 2 is part of a formal developmental process, the full performance level must be clearly indicated on the position description used. A developmental plan should accompany the pay band 1 and 2 position descriptions when initiating the recruitment or reassignment action. As required by DoD, the position descriptions in this library contain information on the *typical* full performance level for each position.

APPENDIX C ADDING AN ADDENDUM TO A CLASSIFIED POSITION DESCRIPTION

The benefit of a position description library is that it saves users time in both writing and getting positions descriptions classified. The trade-off is that of necessity generic positions descriptions will not have the level of specificity that address the details of a specific work situation.

As stated above, all the positions descriptions contained in this guide are classified and may be used at any Department of the Navy activity employing personnel in the occupational series and broad pay bands covered. Since the position descriptions are already classified, **they must be used as written**. As standardized or generic position descriptions, they cover the work that is *typically* found in positions covered by that occupational series for that broad pay band. They are not intended to cover all duties and responsibilities assigned to personnel in that occupational series and pay band at a specific activity.

Where managers and supervisors desire additional specificity on duties and assignments for particular positions, they are encouraged to prepare an Addendum to the standard position description and attach it to the classified position description from this library. An Addendum will **not** change the pay schedule, occupational series, title and pay band (i.e., the classification) of the position. The use of an Addendum allows managers and supervisors to comply with the requirements for specificity sought by The Joint Commission and the desire to clarify for employees what is expected at the specific worksite. Below are two examples of addenda.

Caution: an addendum should not be used to re-introduce the detail that was previously found in General Schedule position descriptions. The value this PD Library will be significantly diminished by introducing lengthy addenda.

Addendum
Ambulatory Care Perioperative Nurse
General Surgery Clinic

- Serves as a Registered Nurse in the General Surgery Clinic providing professional perioperative nursing care in accordance with the Nurse Practice Act, AORN Standards and Recommended Practices, Joint Commission, OSHA and other regulatory agencies, departmental and MTF policies and procedures.
- Knowledge of and experience in providing comprehensive perioperative nursing care using scientific and professional principles as a basis for all techniques and procedures performed.
- Knowledge of and skill to conduct and participate in patient/family preoperative and postoperative evaluation and teaching.
- Knowledge of and experience in performing circulating nurse duties within the operating rooms.
- Knowledge of the principles of aseptic technique in varying situations to ensure instrumentation and equipment is properly disinfected, sterilized, and maintained.
- Knowledge of and experience in the coordination of required equipment and supplies based on patient need. Selects equipment in an organized, timely, and cost-effective manner. Assures all equipment is functioning properly before use.
- Skill to operate and supervise the use of mechanical, electrical, fiberoptic, air-powered and accessory equipment in accordance with manufacturer's instructions cognizant of all safety standards and guidelines.
- Knowledge of and experience to supervise the handling of all specimens according to MTF policy.
- Knowledge of and experience to coordinate duties of personnel between cases to ensure proper cleaning and minimize delay.
- Skill to supervise the completeness of the required procedural set up.
- Skill to observe and analyze operational delays and take action to minimize or delete them.
- Knowledge of and experience to maintain clear, concise, and accurate documentation.
- Extensive knowledge and expertise with pharmacology and intravenous (IV) therapy including:
 - Diagnostic, therapeutic and emergency medications.
 - Conscious sedation
 - Reversal agents
 - Antibiotic prophylaxis
 - Electrolyte, colloid, and other IV solutions
- Knowledge of and experience to identify, interpret, and document EKG rhythms. Skill to recognize signs and symptoms of life threatening rhythms with the ability to intervene appropriately.
- Certification in ACLS and administration of conscious sedation required for those administering conscious sedation.

Addendum
Emergency Room Nurse

- Serves as a Registered Nurse in the Emergency Room providing professional nursing care in accordance with the Nurse Practice Act, ENA Scopes and Standards of Practice, Joint Commission, OSHA, and other regulatory agencies, departmental and MTF policies and procedures.
- Responsible for rapid and efficient assessment of acute and critically ill patients who present to the Emergency Room for care. Triage patients and determines priorities based on physical and psychosocial needs.
- Ability to work under stressful conditions, effectively solve problems, prioritize work, and manage time in a busy high volume setting.
- Demonstrates ability to assume a leadership role in emergency/crisis situations.
- Knowledge of and experience to maintain clear, concise, and accurate documentation.
- Knowledge of and skill to conduct patient/family education.
- Initiates and maintains positive communication with the patient, family, colleagues within the ER and other departments.
- Skill to operate and supervise the use of equipment in accordance with manufacturer's instructions cognizant of all safety standards and guidelines.
- Demonstrate responsibility for safety by complying with infection control, fire, electrical safety, hazardous material, and disaster policy, procedures and protocols.
- Extensive knowledge and expertise with pharmacology and intravenous (IV) therapy including:
 - Diagnostic, therapeutic and emergency medications
 - Conscious sedation
 - Reversal agents
 - Antibiotics
 - Electrolyte, colloid, and other IV solutions
- Knowledge of and experience to identify, interpret, and document EKG rhythms. Skill to recognize signs and symptoms of life threatening rhythms with the ability to intervene appropriately.
- Certification in ACLS and administration of conscious sedation required for those administering conscious sedation.