

Human Resource Initiative (HRI) Implementation Plan for Classification Toolkit

1.0 INTRODUCTION

This plan was developed to educate HR Specialists on the classification process through the implementation of a Classification Toolkit for the Hiring Reform Initiative (HRI). The purpose of this plan is to outline the resources, tasks, schedule and costs necessary to implement the Classification Toolkit.

1.1 Overview

Education on basic classification principles and practices and an overview on the new classification process are needed for all Center HR Specialists. The solution to support this is to develop a Classification Toolkit that is readily accessible (on-line) for Center HR Specialists to aid in the classification process.

1.2 Scope

Proposed Tool Kit Items:

OPM Classification Guides/Principles

- 5 USC Chapter 51
- Grade Level Guides & Definitions- Title 5/ OPM FES
- Factor Level Definitions and guidance
- Classification Appeals

NASA Classification Guides

- Overview of Manual PD Classification/Guide for Writing PDs
- NASA Supplemental Classification System
- AST 101
- Administrative Assistant Guides
- Research Factors

Classification Briefings

- Position Management
- HRU Sessions
- Miscellaneous Center Classification Briefings

Classification Decisions and Evaluation

- Accretions/Impact of Person
- Evaluation Statements

- Position Management- Type of Office
- Career Ladders and SOD PDs
- Position Sensitivity
- Deputy vs. Assistant
- Reassignment vs. Realignment

Misc Classification Checklists/Questionnaires

- FLSA Checklist and Guidance
- Desk Audit Questions
- How to Prepare for a Desk Audit
- Position Review Worksheet
- Team Lead Evaluation Checklist

1.3 Resources

This will require establishing a sub team to develop the content of the toolkit and contractor support to create, publish, and distribute the Toolkit.

1.4 Costs

Utilize existing civil service and contractor support to create, publish, and distribute the QRG. Also consider printing costs.

1.5 Schedule

SCHEDULE

Tasks	Who	By When?	% Complete	Comments
1. Establish Sub team				
• Kick-off meeting				
• Establish regularly scheduled meetings				
2. Leverage existing materials/content				
• Request input from centers on existing content				
• Review content, revise as needed				
• Develop any needed new content				
3. Develop Toolkit				
• Assemble content and draft Toolkit				
• Vet with Classification Community				
• Publish				
• Develop marketing/communication plan				
• Develop tutorial on how to use toolkit				
4. Distribute Toolkit				
• Marketing/Communication – in newsletters				
• Add to HCIE portal – Classification Community Page				
• Add link to ePDS reference page				
• Senior Classifiers conduct tutorial/briefings for Center HR Specialists				
• Roll out to HR Community through HR University				