



*Department of Commerce*  
*Demonstration Project*  
*Position Classification Workshop*

# **Classification Objectives**

- **Simplify classification process**
- **Increase management authority, accountability and flexibility**

# CAREER PATHS & BROAD PAY BANDS

Career Paths	Pay Bands														
<b>Scientific &amp; Engineering ZP</b>	I				II			III		IV		V			
<b>Scientific &amp; Engineering Technician ZT</b>	I		II			III		IV		V					
<b>Administrative ZA</b>	I				II			III		IV		V			
<b>Support ZS</b>	I	II		III		IV		V							
<b>Corresponding GS Grade</b>	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

# ***Purpose of Classification***

- **To categorize a position by title, occupational series, and pay band based upon mission, duties and responsibilities**

# **Classification Principles**

- **Provides for classification equity within career path/pay band**
- **Reflects mission of the organization**
- **Accurately describes the duties of the position**
- **Facilitates “Pay-for-Performance” System**

# **Position Classification**

## **Source Documents**

- **Federal Register**
- **Demo Project Operating Procedures**
- **DOC Demo Classification Standards**
- **DOC Automated Classification System (ACS)**

# *Classification*

- **Classification Logic**
- **PD Components**
- **Responsibility**  
(Incumbent, Supervisor,  
Classifier, Human  
Resources)

# **Classification Logic**

- **Identify essential/specific purpose of position**
- **Identify qualifications needed for position**
- **Should lead to appropriate occupational career path/series**



# **Classification Logic Con't.**

- **Identify level of difficulty and responsibility of position to determine pay band level**
- **Recruitment Issues**

# **Classification Logic**

- **Principle Objective**
- **Career Path**
- **Series**
- **Title**
- **Band Level**

# **Position Description**

## **Components**

- **Principle objective**
- **Level designation**
  - **Duties and Responsibilities**
  - **Knowledge, Skills and Abilities**
- **Function Codes**
- **Specialty descriptors**
- **Key phrases**
- **Supervisory designation**
- **Position Requirements (Motor Vehicle, OGE-450, Physical Activity)**
- **Position Sensitivity**

# **Responsibility for Classification**

- **Office of Personnel Management (OPM)**
  - ❖ **Legal Authority for position classification**
- **DPMB/OPMB (Delegations of Authority)**
  - ❖ **Oversees DOC position classification**
- **Supervisor and Classifier**
  - ❖ **Comply with DPMB/OPMB guidelines**
  - ❖ **Observe principles of classification equity**
  - ❖ **Certify CD-516 for accuracy of Position Description**
  - ❖ **Maintain accurate Position Descriptions**

# **Responsibility for Classification** ***(continued)***

- **Classifier**
  - ❖ **Responsible for the classification of the position**
- **Human Resources**
  - ❖ **Provides classification advice and guidance**
  - ❖ **Validates Position Descriptions**

# Appeals

## Employees can Appeal

- Occupational series
- Title
- Pay Band

## Employees cannot Appeal

- Accuracy of the Position Description
- Accuracy, consistency, applicability of pay band standards
- Assignment or detail outside the scope of normally performed duties outlined in the Position Description

# Appeals

## **Filing**

- OPMB Chair or designee
- DPMB Chair or designee
- Appeals must be in writing, include the reasons why position is misclassified
- Time Limits  
Any time, unless based on Reduction in Pay Band  
(within 15 calendar days after the effective date)

# Accretion of Duties

- “Promotion of an employee whose position is reclassified at a higher grade because of additional duties and responsibilities.
- Such a non-competitive promotion may be made if:
  - the “old” position has been absorbed into the new position;
  - the employee continues to perform the same basic functions and
    - the duties represent an outgrowth, over a significant period of time, of the “old” position; or
    - where a program change requires the immediate performance of new duties that only one employee is capable of performing.
- In no instance may a promotion from a non-supervisory position to a supervisory position be based on accretion of duties.”



# **INFORMATION ?????**

For further information or questions please contact your Servicing Human Resources Office

Web Site Sources:

- **[http://ohrm.doc.gov/employees/demo\\_project.htm](http://ohrm.doc.gov/employees/demo_project.htm)**
- **[NOAA Manager's Corner](#)**
- **[www.opm.gov/fedclass/index.htm](http://www.opm.gov/fedclass/index.htm)**
- **[www.opm.gov/classapp/index.htm](http://www.opm.gov/classapp/index.htm)**