

CHAPTER 3

POSITION MANAGEMENT

AND

CLASSIFICATION

NOTE: This chapter should be read in conjunction with local activity instructions and with any negotiated agreements between your activity and an exclusively recognized labor organization. Contract language will take precedence over conflicting provisions in this manual. Areas of uncertainty should be discussed with the Human Resources Office.

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POSITION MANAGEMENT AND CLASSIFICATION

1. REFERENCES:

- a. Chapter 51 of US Code Title 5104
- b. OPM Classifier's Handbook
- c. OPM Introduction to the Position Classification Standards

2. PURPOSE.

a. Position Management

To provide guidance for managers to make sound position management decisions in determining how the work and the positions doing the work are organized.

b. Position Classification

To establish procedures for the preparation and submission of Position Descriptions (PDs) to HRO and HRSC-NW and to provide information regarding classification of positions. In this chapter the term PD includes Job Descriptions for Federal Wage System (FWS) employees.

3. DEFINITIONS

AMENDMENT

An addition to or deletion from the current PD by attaching a short description of changes to it.

AUDIT

A meeting with an individual employee or the supervisor to verify and gather information about a position; sometimes called a desk audit.

CLASSIFICATION APPEAL

A written request by an employee, a group of employees, or an agency asking DOD or OPM to change the official pay plan, title, series, or grade of a position.

CLASSIFICATION STANDARDS AND JOB GRADING STANDARDS

Documents created by OPM that define federal occupations, establish official position titles, and provide descriptions of grade levels. Classification and job grading standards can be found at: www.opm.gov/fedclass/index.htm.

COREDOC

An automated tool used by managers, supervisors, and HRO to create a single (core) document consisting of a PD with a classification evaluation, the necessary Knowledge, Skills, and Abilities (KSAs) for recruitment, training competencies, and a performance management plan. **(Preferred method of writing Performance Descriptions when applicable.)**

ORGANIZATIONAL CHARTS

Charts that show reporting relationships of individuals in the organization.

PEN AND INK CHANGE

A simple change to the PD to add or delete information that does not change the title, series, or grade level.

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POSITION CLASSIFICATION

Assignment of pay plan, title, series, and grade to specific positions.

POSITION OR JOB DESCRIPTION

Describes the duties, responsibilities and reporting relationships for specific positions.

POSITION MANAGEMENT

Determination of how work and the positions doing the work are organized.

STAFFING PLANS

Plans that show authorized positions within the organization, the action to be taken, and what is necessary to maintain the organization.

STATEMENT OF DIFFERENCE

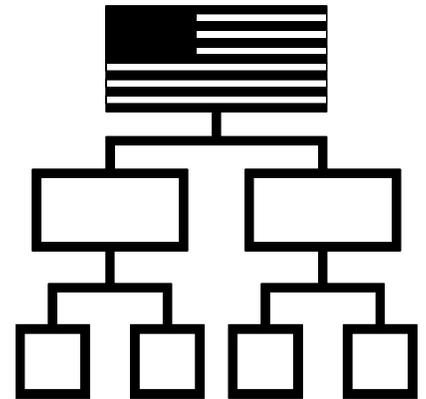
A statement illustrating differences between a fully described position's PD and a new position.

SPAN OF CONTROL

The number of employees working for a supervisor and/or the number of levels of supervision below that supervisor.

4. POSITION MANAGEMENT

- a. Line Managers are the experts who deal with position management within the organization. Their job entails describing the duties to be performed and determining how the organization will look.
- b. Manager considerations for determining what work is to be done in the organization (Refer to Appendix 3A):
 - Is this a new position or am I changing a previously established job?
 - Should a position be abolished?
 - What will the reporting relationships be?
 - How wide a span of control is appropriate?
- c. Organization Structure Documentation is accomplished by:
 - Organizational Charts.
 - A **Position Description** for each job to be performed.
 - Staffing Plans.
- d. Position Management Boards Review local instruction.



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5. CLASSIFICATION AUTHORITY

- a. The Navy has delegated responsibility for classification of positions to local activities. This classification authority is further delegated by the Activity Head to HRSC-NW or line managers. Specific delegations of local classification authorities for serviced activities are listed in Appendix 3B.
- b. The Activity Head has responsibility for administering the program in compliance with OPM, DOD, and Navy policies, procedures and standards, as well as ensuring all subordinate levels of military and civilian management exercise their responsibilities within the program, ensuring descriptions and classifications of positions are kept accurate and up to date.

6. POSITION CLASSIFICATION

- a. Building Blocks of the Work to be Performed for Personnel Management
 - Identification
 - Description
 - Evaluation
- b. Classified Positions Provide Means to Determine the Following
 - Pay
 - Qualifications Requirements
 - Training Need
 - Performance Elements

7. DOCUMENTATION OF DUTIES AND RESPONSIBILITIES

- a. Line management is exclusively responsible for assigning duties and responsibilities to positions using PDs to document them. The PDs do not control assignments, but instead report current assignments and those duties and responsibilities which may be assigned over a reasonable period of time. Line managers may add, remove, or change assignments at any time.
- b. PDs are also used in other personnel actions, e.g., recruitment, performance, evaluation and training, and are the basis for authorization of payment of public funds. Therefore, the PDs must fully state the principal duties, responsibilities and supervisory relationships of positions.

8. CIRCUMSTANCES REQUIRING PREPARATION OF POSITION DESCRIPTIONS AND THE INITIATION OF CLASSIFICATION ACTION

- a. The establishment of a new position.
- b. When the major duties of a position, filled or vacant, have changed materially since the position was last classified.

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- c. When a position, filled or vacant, is being transferred from one organization to another, either within the same activity or between activities, except when the duties of the position do not change or the duties of the position are uncertain.

9. TYPES OF POSITION DESCRIPTIONS AND CHANGES

- a. A Basic PD **contains a complete description of duties, responsibilities, supervision, etc.**

- 1) **General Schedule (GS)**

- All newly described/re-described General Schedule non-supervisory positions must be written in the Factor Evaluation System (FES) format shown in Appendix 3C.

- 2) **Federal Wage System (FWS)**

- All newly described Federal Wage System (WG, WL, WD, WN, WS and WT) positions must be written in the narrative format. See Appendix 3D for instructions.

- b. **A PD Coversheet (OF-8)**

- Appendix 3E, must be attached to the PD when it is sent to HRO for classification. Directions for completion are on the reverse side of the OF-8.

- c. New descriptions requiring classification must be accompanied by a completed Request for Personnel Action (RPA). See Chapter 2 for instructions.

- d. **COREDOC**

- Automated computer program that develops and classifies positions. It contains PDs for many but not all positions and grade levels. COREDOC is a useful tool and is recommended for managerial and supervisory use. The system can be installed on most office computers. For more information on COREDOC, **contact HRO**. A list of occupational series in COREDOC is provided in Appendix 3F.



- e. **Statement of Differences**

- Activities may have two or more positions, which differ in only a few aspects, but these differences are too significant to allow use of a single description. In such cases, only one position needs to be described fully. The descriptions of each of the other positions need only consist of a PD Coversheet. This PD Coversheet must reference the first position and contain a typed statement of difference in the remarks section of the form (Appendix 3E). A Statement of Differences is commonly used to describe lower level trainee positions that lead to a higher level position. For example, the PDs for a GS-7/9 position would consist of (1) a fully described position description and a PD Coversheet for the GS-9 position, and (2) a Statement of Difference (typed in the remarks section of the PD Coversheet) for the GS-7 position. The complete PD for the GS-7 level will consist of the GS-9 PD and a PD Coversheet with Statement of Difference.

10. POSITION REVIEWS

All PDs must be reviewed and found current and accurate during the annual performance reviews. The supervisor must certify on the appraisal form that the review has been made. If the PD is not accurate, changes must be submitted within 60 days to HRO.

11. CLASSIFICATION DISAGREEMENTS

Disagreements between HRO, HRSC-NW or a manager over the correctness of classification or the structure of a position will be resolved at the lowest level possible (e.g., the HRO/HRSC and manager). Ultimately, classification disagreements may be resolved by the

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Activity Head. Classification actions taken by higher authority, DOD or OPM cannot be changed unless the position or classification standards change significantly.

12. CLASSIFICATION APPEALS

a. Employees can appeal the classification (title, pay plan, series, and grade) of the position they permanently occupy at any time. However, when the issue involves a downgrade, the appeal must be filed within 15 calendar days after the effective date of the downgrade in order to protect entitlement to retroactive correction. Classification concerns should be resolved at the lowest possible level, starting with the immediate supervisor and working through the activity process before filing an appeal with DOD or OPM. Advice on classification appeals is provided by the servicing HRO.

b. **Employee cannot appeal the following items:**

- The content or accuracy of an official PD.
- The accuracy of a classification standard.
- An agency's proposed classification decision.
- The classification of a position to which the employee is not officially assigned.
- The classification of a position to which the employee is detailed, temporarily promoted, or reassigned to for a period of less than two years.



c. **Avenues of appeal--DOD or to OPM**

A GS employee can appeal to either DOD or OPM first. If the employee appeals first to DOD, the employee can later appeal to OPM, if dissatisfied with the decision by DOD. A FWS employee cannot appeal to OPM without first appealing to DOD. If the FWS employee is not satisfied with the decision by DOD, the employee can then appeal to OPM. Appeals to OPM must be filed within 15 days after receipt of the DOD decision. For both GS and FWS employees, an appeal to OPM is the final administrative avenue of appeal. Appeal decisions are not always favorable to an employee. Additional DOD and OPM information on filing appeals can be found at:

www.cpmis.osd.mil/fas/class/class.htm or www.opm.gov/fedclass/index.htm.

d. An appeal to DOD or OPM is filed via HRSC-NW. It must be in writing and contain the following information:

- Employee's name, mailing address, and work telephone number.
- The present classification of the position and the requested classification.
- The name of the department or agency and the office where the employee works.
- The city where the employee works and the installation's mailing address.
- A copy of the official PD and either a statement affirming that it is accurate, or a detailed explanation of the inaccuracies and an explanation of the efforts made to correct the PD.
- Any additional information about the position that will clarify the basis for the appeal.

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- Arguments supporting the requested classification, including referencing the appropriate classification standards.
- Name, address and business telephone number of the employees' representative, if any.

**APPENDIX 3A
POSITION MANAGEMENT/CLASSIFICATION HELP SHEET**

This help sheet is designed to assist you with position management issues e.g. creating a new, or rewriting an existing position description. Any questions or concerns should be discussed with your HRO Advisor.

ORGANIZATIONAL CONSIDERATIONS

- Is this a new position?
- Should these duties be combined within a pre-existing position or is this clearly a separate position?
- Can the changes to the PD be accomplished by pen & ink change? If so, have the specific changes been annotated on a memorandum?
- Is the result of this action going to impact an existing position?
- How does this position support and/or fit in with the mission of the office?
- Can this position be structured as career ladder or upward mobility (i.e., GS-5/7/9/11)?
- Is there a permanent or temporary/TERM need for this position?
- Is there an appropriate ratio of supervisors to non-supervisors in the section/department?
- Have local review boards or committees (i.e., Position Management Review, High Grade Review, or Financial/Budget Control Group) approved the position?
- For accretion of duties, does the position meet **all** of the following criteria in accordance with 5 CFR 335/CPI 335?
 - The major duties of the employee's old position are absorbed into the new position and the former is canceled.
 - The new position has no known promotion potential.
 - The additional duties do not adversely affect another encumbered position.

NOTE: The individual must meet all legal and regulatory requirements for noncompetitive promotion, i.e., time-in- grade, 1 year of specialized experience at the next lower grade.

REDUCTION IN FORCE CONSIDERATIONS

- What effect does the position have on the line of progression for RIF?
- Is the work of this position so different from other positions in the same occupational series that it would require a unique competitive level? Is there a same or similar position within the activity?
- Is this a “one of a kind” position? If so, what effect would a RIF have on this position?

DOTTING THE "I's" AND CROSSING THE "T's"

- Is a completed and signed Optional Form 8 (OF-8, Position Description coversheet) attached?
- For GS positions: have percentages of time spent on each major duty been annotated and do they total 100%?
- For each of the following that apply, has the information been noted in Block 24 of the OF-8?
 - Position is temporary or term
 - Position is a Drug Testing Designated Position (TDP)
 - Position is covered under a special retirement system (i.e., law enforcement or firefighter positions)
 - Position falls under the provisions of the Defense Acquisition Workforce Improvement Act (DAWIA)
 - Position comes under the Crime Control Act of 1990 (e.g., child-care service positions)
 - Position is mission essential as related to mobilization
 - Position is subject to the requirements of an activity specific instruction or policy
- Have mandatory statements been included in the PD (e.g., work environment, safety statement)?
- Does this position require a security clearance? If so, has Block 12 of the OF-8 been checked?
- If the position is supervisory does the PD contain an EEO statement?
- If it is a career ladder position is there a clear definition of duties and an OF-8 attached for each grade level?
- If this position description replaces or re-describes an existing position, is the current PD number annotated in block 2 of the OF-8?
- For supervisory positions, has an organizational chart or listing of employees supervised, their titles, series and grade levels, been attached)?

**APPENDIX 3B
DELEGATION OF CLASSIFICATION AUTHORITY**

ACTIVITY	CLASSIFICATION AUTHORITY
AFLOAT TRAINING	HRSC
ASTC NHOH WHIDBEY	CO
BR DENTAL CLINIC	HRSC
COM SUBMARINE GROUP 9	HRSC
COMNAVREG NW	HRSC
COMPATWING 10	CO
NAVCOMTELSTA PUGET SOUND	HRSC
COMSTA STOCKTON	HRSC
COMVAQWINGPAC	CO
DENTAL CENTER BREM	HRSC
DNSCMA VALLEJO CA	HRSC
DVECC	HRSC
EFA NW	Department Heads
FASOTRAGRU PACDET	Department Heads
FISC PS	HRSC
FLEET IMAGING CTR	CO
HRSC NW	HRSC
NAS WHIDBEY ISLAND	HRSC
NAV INACTIVE SHIPS	HRSC
NAVAIRES WHIDBEY	Department Heads
NAVAL SURF GROUP	HRSC
NAVFAC WHIDBEY	CO
NAVHOSP BREM	HRSC
NAVHOSP WHIDBEY	CO
NAVMTO	HRSC
NAVOCEANOGRADET WI	CO
NAVSEALOG	HRSC
NAVSTA BREM	HRSC
NAVSTA BRIG	HRSC
NAVSTA EVERETT	HRSC
NETPMSA	Headquarters HR Officer
NLSO BREMERTON	JAG
NROTC BERKLEY	HRSC
NROTC UW SEATTLE	HRSC
NUWC KEYPORT	HRSC
NW REG MAINTENANCE CENTER	HRSC
PRIORITY MATOFF	CO
PSNS & IMF	HRSC
REDCOM REGION 22	HRSC
SAN BRUNO	Executive Officer & GS-15's
SUBASE BANGOR	HRSC
SUPSHIP VA	HRSC
SWFPAC	Department/Staff Heads
TRI TRAINING FAC	HRSC
TSO BREMERTON	JAG
TSO EVERETT	JAG
WPNSUPFACSB CONCORD	HRSC

APPENDIX 3C
GENERAL SCHEDULE POSITION DESCRIPTIONS WRITING GUIDE

Introduction--give the complete organizational location and purpose of the position.

1. SUPERVISOR POSITION

Describe the supervisory duties assigned to the position. Identify all subordinates (military and civilian) and their grade levels. Describe the non-supervisory duties assigned to the position, if any, and include the approximate percentage of time required for both supervisory and non-supervisory duties.

2. NON-SUPERVISOR POSITION

Describe the non-supervisory duties assigned to the position and include the approximate percentage of time required for each major duty described.

3. FACTORS

a. Factor 1 – Knowledge Required by the Position

Describe the knowledge, ability, and skills needed and how they are used in doing the work.

b. Factor 2 – Supervisory Controls

Describe how the work is assigned, the employee's responsibility for carrying out the work, and how the work is reviewed.

c. Factor 3 – Guidelines

Describe what guidelines are used in performing the work and the judgment needed in using or developing new guides.

d. Factor 4 – Complexity

Describe the nature of the assignment, difficulty in identifying what needs to be done, and difficulty and originality involved in performing the work.

e. Factor 5 – Scope and Effect

Describe the purpose of the work and impact of the work product or service.

f. Factor 6 – Personal Contacts

Describe with whom and the conditions under which contacts are made.

g. Factor 7 – Purpose of Contacts

Give the reasons for contacts described in Factor 6 and the complexities that may be involved to work through person-to-person activities.

h. Factor 8 – Physical Demands

Describe the physical nature of the work and if there are unusual physical requirements, identify the nature, frequency, and intensity of physical activity.

i. Factor 9 – Work Environment

Describe the kind of environment in which the work is performed (e.g., office setting, warehouse, aboard ship, etc.).

4. SPECIAL REQUIREMENTS

Items such as the need for other than incidental travel, a motor vehicle operator's license, etc., or Position sensitivity, i.e., nonsensitive, noncritical sensitive, or critical-sensitive, along with clearance requirements (Top Secret, Secret, etc.).

COMPARISON OF GS POSITIONS



Compare the two PD's; if comparable, check off the block; if different, note the differences.

	Position #1 (PD number _____)	Position #2 (PD number _____)
Introduction (organizational location and purpose of the position)		
Major Duties (with time percentages)		
Factors		
1. Knowledge Required by the Position (nature or kind of knowledges and skills needed; how these knowledges and skills are used in doing the work)		

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2. Supervisory Controls (how the work is assigned, employee's responsibility for carrying out the work, and how the work is reviewed)		
3. Guidelines (nature of guidelines for performing the work and judgment needed to apply the guidelines or develop new guides)		
4. Complexity (nature of the assignment; difficulty in identifying what needs to be done; and the difficulty and originality involved in performing the work)		
5. Scope and Effect (purpose of the work and the impact of the work product or service)		
6. Personal Contacts (people and conditions under which contacts are made)		
7. Purpose of Contacts (reason for the contact and nature of the people being dealt with)		
8. Physical Demands (nature, frequency, and intensity of physical activity)		
9. Work Environment (risks and discomforts imposed by physical surroundings and the safety precautions necessary to avoid accidents or discomfort)		
Special Requirements (travel, motor vehicle operator's license, drug testing, security clearance, etc.)		

Comparison of FWS Positions



Compare the two PD's; if comparable, check off the block; if different, note the differences.

	Position #1 (PD number _____)	Position #2 (PD number _____)
Job Summary (organizational location and purpose of the position)		
Typical Work Performed (major duties)		
Factors		
1. Knowledge, Skill, and Ability (nature and level of skill, knowledge, and mental application required to perform assigned work)		
2. Responsibility (complexity of work, scope of work, and nature and degree of responsibility for making judgments and decisions)		
2. Responsibility (cont.) (complexity of work, scope of work, and nature and degree of responsibility for		

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making judgments and decisions)		
3. Physical Effort (nature, degree, frequency, and duration of muscular effort or physical strain experienced in work performance)		
4. Working Conditions (hazards, physical hardships, and working conditions to which workers are exposed in performing assigned work)		
Special requirements (travel, licenses, drug testing, physical exams, firearm qualifications, alternate work schedules)		

**APPENDIX 3D
INSTRUCTIONS FOR PREPARING
FEDERAL WAGE SURVEY JOB DESCRIPTIONS**

SECTION 1. JOB SUMMARY

Include the complete organizational location, as well as the purpose of the position.

SECTION 2. TYPICAL WORK PERFORMED

In this section, briefly describe the major duties of the position. If the job includes supervisory duties, describe the nature of the supervisory duties performed, and the type and degree of responsibility for the work supervised. If the work is located in several buildings, or at different work sites, describe the location of subordinates supervised. Additionally, list the position titles and grade levels of subordinates supervised.

SECTION 3. FACTOR STATEMENTS

Factor 1: Knowledge, Skill and Ability

- 1) This factor includes the type and level of knowledge, skill and ability required to perform the assigned duties. Positions vary in such ways as kind, amount and depth of skill and knowledge needed, as well as in the manner, frequency, and extent to which they are used.
- 2) **Consider the following employee tasks when writing a PD.**
 - Read blueprints, specifications, sketches, or technical guides?
 - Use arithmetic, geometry, algebra, or other practical mathematics?
 - Lay out work, make templates, or work on a variety of materials?
 - Set up machines or equipment?
 - Operate a single machine or piece of equipment, various standard machines, or specialized machines?
 - Follow standard procedures; perform simple operations, or unusual and/or difficult operations?
 - Choose from a variety of work methods or solve work problems by own methods?
 - Know the principles and methods of a major field of work or trade?
 - Use measuring devices, precision instruments, or work to close tolerance?
 - Apply unusual manual skills?
 - Need knowledge of other trades?

Factor II: Responsibility

- 1) This factor covers the nature and degree of responsibility involved in performing work. Positions vary in responsibility in such ways as the complexity and scope of work assigned, the difficulty and frequency of judgments and decisions made, the kind of supervisory controls, and the nature of work instructions and technical guides used.
- 2) Consider the following questions:
 - What supervision or instruction does the employee receive?
 - Does the employee have authority to deviate from instructions without prior approval?
 - Who inspects the work?
 - When is the work inspected (while in process or at the end of the job)?
 - What direction or supervision does the employee give? To whom and how many?
 - Are written guidelines available? Are the instructions complete and specific or general in nature?
 - How likely is the loss and damage to materials, tools, and equipment, or injury to fellow workers?
 - What is the extent of possible loss, damage, or injury?
 - Would the work of others be interrupted or delayed by the work of this employee?
 - Does the work involve simple repetitive actions or responsibility for a variety of different operations?
 - Does the work require a high degree of accuracy or precision?

Factor III: Physical Effort

- 1) This covers the physical effort exerted in performing assigned work. Positions vary in such ways as the nature, degree, frequency, and duration of muscular effort or physical strain experienced in work performance.
- 2) Elements to consider under this factor include, but are not limited to:
 - What are the weights, sizes, and shapes of items being lifted, pushed, pulled or carried?
 - What is the heaviest weight? What is the average weight?
 - How far are items carried?
 - Are hoists, dollies, hand trucks, or cranes available? Do other workers assist?
 - Does the employee work at a rapid pace for long periods of time?

- Is heavy exertion required constantly, at frequent intervals, or infrequently?
- Does the work require sitting, kneeling, crouching, stooping, walking, running, climbing, crawling, or bending for extended periods of time?
- Does the work require climbing ladders, strained or awkward working positions, or other unusual physical activity?
- Does the work require the use of both legs, arms, and hands?
- Are both eyes required? Does the job require depth perception and the ability to distinguish basic colors or shades of colors?
- Is hearing required? Is a hearing aid permitted?

Factor IV: Working Conditions

- 1) This covers the hazards, physical hardships, and working conditions to which workers are exposed. Positions vary in such ways as the nature of the work environment; the extent to which it includes unpleasant, disagreeable, or hazardous conditions; the degree to which such conditions are experienced; the frequency and duration of exposure; the adequacy of protective clothing and gear, safety devices, and safe trade practices; and the possible effects on the worker.
- 2) Elements to consider under this factor include, but are not limited to:
 - Do the work areas contain adequate lighting, heating, and ventilation?
 - What proportion of the work is outside? Is the employee exposed to adverse weather conditions?
 - Is the employee exposed to excessive heat, cold, humidity, or dampness?
 - Does the employee have contact with dust, asbestos, fumes, smoke, gases, solvents, or grease?
 - Are there hazards in working above ground level, on slippery surfaces, or in crowded areas near moving objects or vehicles?
 - Does the work include unusual fatigue factors?

SECTION 4. EXPLANATORY STATEMENTS

List any special requirements of the position, such as:

- Excessive travel
- Licensing requirements for motor vehicles, fork lifts, buses, etc.
- Pre-employment or annual drug testing
- Annual physical examinations
- Firearm qualifications
- Alternate work schedule

**APPENDIX 3E
OF 8 POSITION DESCRIPTION**

POSITION DESCRIPTION (Please Read Instructions on the Back)						1. Agency Position No.				
2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs <input type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		6. OPM Certification No.		
Explanation (Show any positions replaced)				7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel <input type="checkbox"/> Employment and Financial Disclosure		9. Subject to IA Action <input type="checkbox"/> Yes <input type="checkbox"/> No		
				10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1 Non-Critical Sensitive <input type="checkbox"/> 2 Noncritical Special Sensitive <input type="checkbox"/> 3 - <input type="checkbox"/> 4 -		13. Competitive Level Code
15. Classified/Graded by		Official Title of Position				Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management										
b. Department, Agency or Establishment										
c. Second Level Review										
d. First Level Review										
e. Recommended by Supervisor of Initiating Office										
16. Organizational Title of Position (if different from official title)						17. Name of Employee (if vacant, specify)				
18. Department, Agency, or Establishment						c. Third Subdivision				
a. First Subdivision						d. Fourth Subdivision				
b. Second Subdivision						e. Fifth Subdivision				
19. Employee Review--This is an accurate description of the major duties and responsibilities of my position						Signature of Employee (optional)				
20. Supervisory Certification. <i>I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.</i>										
a. Typed Name and title of Immediate Supervisor						b. Typed Name and Title of higher-Level Supervisor or Manager (Optional)				
Signature //S//			Date			Signature //S//			Date	
21. Classification/Job Grading Certification. <i>I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.</i>						22. Position Classification Standards Used in Classifying/Grading Position				
a. Typed Name and Title of Official Taking Action						Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.				

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Signature //S//				Date							
23. Position Review	Initials	Date									
a. Employee (<i>optional</i>)											
b. Supervisor											
c. Classifier											
24. Remarks											
25. Description of Major Duties and Responsibilities (See Attached)											

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**APPENDIX 3F
LIST OF OCCUPATIONAL SERIES IN COREDOC**

OCCUPATION	PP-SERIES
Accountant	GS-0510
Accounting Technician	GS-0525
Air Conditioning Equipment Mechanics	WG-5306
Aircraft Electrician	WG-2892
Aircraft Engine Mechanic	WG-8602
Aircraft Mechanic	WG-8852
Architect	GS-0808
Audio Visual Specialist	GS-1071
Auditor	GS-0511
Automotive Mechanic	WG-5823
Baker	WG-7402
Blocker and Bracer	WG-4602
Boiler Plant Operator	WG-5402
Boilermaker	WG-3808
Budget Analyst	GS-0560
Budget Assistant	GS-0561
Carpenter	WG-4607
Cartographer	GS-1370
Civil Engineer	GS-0810
Civilian Pay Technician	GS-0544
Clerk-Typist	GS-0322
Computer Assistant	GS-0335
Computer Operator	GS-0332
Contract Specialist	GS-1102
Contract Specialist - Weapons Systems	GS-1102
Crane Operator	WG-5725
Criminal Investigator	GS-1811
Dental Assistant	GS-0681
Dental Hygienist	GS-0682
Dental Officer	GS-0680
Distribution Facilities and Storage Management	GS-2030
Education Services Specialist	GS-1740
Electrical Engineer	GS-0850
Electrical Equipment Repairer	WG-2854
Electrician	WG-2805
Electrician (High Voltage)	WG-2810
Electrician Integrated System Mechanic	WG-2610
Electronic Mechanic	WG-2604
Environmental Protection Specialist	GS-0028
Equipment Operator	GS-0350
Equipment Specialist	GS-1670
Firefighter	GS-0081

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OCCUPATION	PP-SERIES
Food Service Worker	WG-7408
Fork Lift Operator	WG-5704
General Engineer	GS-0801
General Equipment Mechanics	WG-4737
General Equipment Operator	WG-4741
General Mechanics and Operator	WG-4701
General Supply Specialist	GS-2001
Guidance Counselor	GS-1740
Heavy Mobile Equipment Mechanics	WG-5803
Housing Management	GS-1173
Instrument Mechanic	WG-3359
Industrial Engineer	GS-0896
Industrial Engineering Technician	GS-0895
Industrial Specialist	GS-1150
Instructional Systems Specialist	GS-1750
Insulator	WG-3610
Inventory Management	GS-2010
Librarian	GS-1410
Librarian (Medical)	GS-1410
Library Technician	GS-1411
Logistics Management Specialist	GS-0346
Machinist	WG-3414
Maintenance Mechanic	WG-4749
Mail and File Clerk	GS-0305
Management and Program Analyst	GS-0343
Management and Program Assistant	GS-0344
Marine Machinery Mechanic	WG-5334
Material Expediter	WG-6910
Materials Handler	WG-6907
Meat Cutter	WG-7407
Mechanical Engineer	GS-0830
Military Pay Technician	GS-0545
Military Personnel Clerk/Technician	GS-0204
Military Personnel Specialist	GS-0205
Motor Vehicle Operator	WG-5703
Nursing Assistant	GS-0621
Office Automation	GS-0326
Operations Research Analyst	GS-1515
Packer	WG-7002
Painter	GS-4102
Personnel Actions Clerk	GS-0203
Personnel Clerk/Assistant (Classification)	GS-0203
Personnel Clerk/Assistant (Employee Benefits)	GS-0203
Personnel Clerk/Assistant (Employee Development)	GS-0203
Personnel Clerk/Assistant (Employee Relations)	GS-0203

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OCCUPATION	PP-SERIES
Personnel Clerk/Assistant (Staffing)	GS-0203
Pest Controller	WG-5026
Pipefitter	WG-4204
Plumber	WG-4206
Police Officer	GS-0083
Practical Nurse	GS-0620
Prescription Eyewear Maker	WG-4010
Procurement Clerk/Technician	GS-1106
Purchasing Agent	GS-1105
Quality Assurance Specialist	GS-1910
Rigger	WG-5210
Safety & Occupational Health Spec: Aviation (Flight Safety)	GS-0018
Safety & Occupational Health Spec: Aviation (Ground Safety)	GS-0018
Safety & Occupational Health Spec: Chemical and Haz. Mat.)	GS-0018
Safety & Occupational Health Spec: Combat Training	GS-0018
Safety & Occupational Health Spec: Explosives	GS-0018
Safety & Occupational Health Spec: Maritime	GS-0018
Safety & Occupational Health Spec: Medicine	GS-0018
Safety & Occupational Health Spec: Multi-specialties	GS-0018
Safety & Occupational Health Spec: Munitions (non-nuclear)	GS-0018
Safety & Occupational Health Spec: Munitions (nuclear)	GS-0018
Sandblaster	WG-5423
Secretary - Large, Complex Organization	GS-0318
Secretary - Medium/Large Office	GS-0318
Secretary - Small/Medium Office	GS-0318
Security Guard	GS-0085
Sheet Metal Mechanic	WG-3806
Shipfitter	WG-3820
Supply Cataloging	GS-2050
Supply Program Management	GS-2003
Supply Technician	GS-2005
Telecommunications Operator	GS-0390
Tools and Parts Attendant	WG-6904
Training Administrator	GS-1712
Training Instruction	GS-1712
Training Specialist	GS-1712
Utility Systems Operator	WG-5406
Utility Systems Repairer - Operator	WG-4742
Voucher Examining Series	GS-0540
Welder	WG-3703
Wood Crafter	WG-4605
Wood Worker	WG-4604