



DEPARTMENT OF THE NAVY
NAVAL TRAINING CENTER
GREAT LAKES, ILLINOIS 60088-5000

NTCGLAKESINST 12511.1
N21

14 NOV 1990

NTC GREAT LAKES INSTRUCTION 12511.1

From: Commander, Naval Training Center, Great Lakes

Subj: POSITION CLASSIFICATION UNDER THE GENERAL SCHEDULE

Ref: (a) FPM/CPI 511 and Supplements
(b) OPM PS-27, Sep 1979 How to Write Position Descriptions Under the Factor Evaluation System

1. Purpose. This instruction applies to appropriated fund positions in activities receiving classification services from the Naval Training Center Consolidated Civilian Personnel Office (NTC CCPO), Great Lakes.
2. Cancellation. CNTCGLAKESINST 12000.2, Chapter III, Subchapter 1.
3. Policy. Position descriptions shall be maintained current to insure a sound basis for personnel actions under the merit system, to provide for an orderly system of pay administration, and to maintain the principle of equal pay for equal work. Positions will be classified in conformance with, or consistent with Office of Personnel Management (OPM) and Department of the Navy (DON) classification standards and classification guidance.
4. Background and Authority
 - a. Unless specifically exempted from coverage, positions are covered by the General Schedule. Regulations governing the classification of GS positions, contained in reference (a), are based on Title 5, U.S.C., Chapter 51, which is the codification of the Classification Act of 1949, as amended. The act provides a plan for classification of positions and fixing basic salaries under which:
 - (1) The principal of equal pay for substantially equal work shall be followed.
 - (2) Variations in rates of basic pay paid to different employees will be in proportion to substantial differences in the level of difficulty, responsibility, and qualification requirements of the work performed.
 - (3) Individual positions will, in accordance with their duties, responsibilities, and qualification requirements, be grouped and identified by classes and grades in compliance with published OPM standards so that the resulting position

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classification system can be used in all phases of personnel administration.

(4) Individual positions will, in accordance with their duties, responsibilities, and qualification requirements, be grouped and identified by classes and grades in compliance with published OPM standards so that the resulting position classification system can be used in all phases of personnel administration.

b. Heads of activities are delegated the authority to classify most positions under their jurisdiction. This authority may be redelegated to the Director, Wage and Classification Division (Principal Classifier), NTC CCPO, Great Lakes via the Director, NTC CCPO, by the heads of the activities serviced by NTC CCPO. This redelegation does not relieve the heads of the activities of their responsibility and authority in the overall administration of their position classification and job grading programs. Positions for which authority has not been delegated to heads of activities, as discussed in reference (a), are normally classified by higher echelons in the DON. Classification actions taken by higher authority and/or OPM are binding on the activities and may not be changed unless the duties, responsibilities, and other job requirements or the classification standards have significantly changed.

5. Definitions

a. Appeal. An official written request to an adjudicating office for reclassification.

b. Audit. A meeting with an individual employee or the supervisor to verify or gather information about a position. Sometimes called a "work audit" or a "desk audit".

c. Class, or class of positions. All positions which are sufficiently similar in (1) kind or subject matter of work; (2) level of difficulty and responsibility; and (3) the qualification requirement of the work, to warrant similar treatment in personnel and pay administration. Clerk-Typist, GS-322-3 and Mechanical Engineer, GS-830-11 are examples of different classes.

d. Classification action. The assignment of a position to a class, based on the analysis of a position's duties, responsibilities, and qualification requirements, by a duly authorized official.

e. Classification standard. A controlling guide used by classification authorities to place positions into classes. It may be an OPM standard or a standard issued or approved by DON.

f. Federal Wage System (FWS). The pay system applicable to employees in recognized trades or crafts, or other skilled mechanical crafts, or in unskilled, semi-skilled, or skilled manual labor occupations, and other employees, including foremen and supervisors in positions having trade, craft, or laboring experience and knowledge as the paramount requirement. Such positions are exempt from Chapter 51 of Title 5 of the U.S. Code, and are typically identified with the prefixes "WG", "WL", "WS", "WD", "WN", and "WT."

g. General Schedule (GS). The pay system applicable to positions the primary duty of which requires knowledge and experience of an administrative, clerical, scientific, artistic, or technical nature not connected with trades and crafts. The General Schedule also applies to positions covered under the merit pay system and identified with the prefix "GM".

h. Grade. All classes of positions which (although different in kind or subject matter of work) are sufficiently equivalent in level of difficulty and responsibility; and level of qualification requirements of the work, to warrant the inclusion of these classes of positions within one range of rates of basic pay.

i. Job description (JD). An official written statement of the major duties and responsibilities, and the skill and knowledge requirements, physical effort requirement, and working conditions of a Federal Wage System (FWS) position.

j. Job grading standard. A controlling guide, issued by OPM or DON, which is used to classify FWS positions.

k. Major duty. A duty or responsibility which, in conjunction with the other major duties, comprises the reason for the position's existence, and which either occupies a significant amount of the employee's time (about 10% or more), or govern the qualification requirements of the position. In the aggregate, major duties occupy a majority of the time of the position.

l. Position. The work, consisting of the duties and responsibilities, assigned by competent authority for performance by an employee.

m. Position description (PD). An official written statement of the major duties, responsibilities, qualification requirements, and supervisory relationships of a position.

n. Principal Classifier. The specialist within the NTC CCPO who is responsible for the administration and operation

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of the position classification/job grading program for the entire work force serviced by the personnel office.

o. Reclassification. A change in the classification of a position the duties and responsibilities of which have not changed materially since it was last classified. The basis of reallocation may be the correction of a classification error or a change in classification standards.

p. Series. Classes of positions similar in specialized line of work but differing in difficulty or responsibility of work, or qualification requirements, and therefore, differing in grade and pay range. The GS-322 Clerk-Typist series and the GS-830 Mechanical Engineering series are examples of different series.

6. Responsibilities

a. Heads of Activities. In conjunction with the Director, NTC CCPO and the Principal Classifier, administer the program in compliance with existing laws, guides, and regulations.

b. Management Officials/Supervisors. Management has full and exclusive responsibility and authority for deciding what the duty and responsibility content of activity positions shall be. PD's do not control assignments; they reflect work assigned by management. Line management may add, remove, or change assignments at any time. When assignments are changed, however, management is responsible for incorporating the changes into revised PD's. The responsibility for determining the duties and responsibilities of positions may be delegated by the activity head to any subordinate level of management or supervision. Responsibility for the accuracy of any PD rests with any and all levels of management having delegated authority to determine duty content. Such management officials shall:

(1) Ensure that each employee's work is properly described in a PD, and that each employee performs those duties specifically assigned to her or him. Except for proper details, assigning or allowing an employee to work other than that reflected by an official, classified PD constitutes a misassignment. Misassignments are contrary to law and to OPM Regulations and are prohibited. When management becomes aware of a misassignment and does not take action to correct the misassignment, it is giving tacit consent to changes in position content.

(2) Consult with the Wage and Classification staff,

as soon as practicable, for advice on major changes to positions caused by changes in assignments or reorganizations.

(3) Promote understanding and acceptance among employees of the policies and procedures pertaining to these programs.

(4) Conduct a review of all positions in accordance with the established schedule, procedures and guidelines.

(5) Ensure that supervisors and managers with delegated responsibility and authority to determine the duties of their subordinate positions have that responsibility and authority documented in their own PD's.

(6) Cooperate fully with the Wage and Classification staff in the conduct of position audits and other fact-finding processes.

c. Employees. Each employee should be fully aware of the duties and responsibilities described in his or her official PD. Any discrepancies or inaccuracies in the PD should be brought to the attention of the employee's immediate supervisor. Ultimate responsibility for the accuracy of every PD, however, rests with management, not the employee.

d. Wage and Classification Division/Principal Classifier

(1) Provide heads of activities with classification actions and/or advice which are technically and administratively sound and in compliance with controlling guidelines and instructions.

(2) Provide assistance and guidance to supervisors and employees in the preparation of descriptions and all other matters regarding the programs, including classification appeal rights.

(3) Provide training and indoctrination for supervisors and employees on position classification, wage administration, and other related matters, as appropriate.

(4) Provide liaison with OPM, the Office of Civilian Personnel Management (OCPM) and its Regional offices, and other outside organizations concerning classification and wage matters.

(5) If found to be necessary, report, in writing, to the head of an activity on the overall state of the position classification program.

(6) Perform position audits and other fact-finding

necessary to ensure the accurate classification of positions.

7. Position Descriptions. All positions must be covered by current and accurate PD's. The NTC CCPO will maintain the official file of PD's for activities receiving classification services.

a. Certification of accuracy. Supervisors are required to certify the accuracy of PD's. These descriptions play a vital role in determining pay levels and qualification requirements, and thus, authorize payment of public funds, establish sources of recruitment, set conditions for competition for appointment and advancement, and determine whether positions should be excepted from the competitive service. To focus appropriate attention on the importance of the statements and information incorporated in the official PD's, the following statement is required for certifying their accuracy:

"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."

It must be clearly understood that all other levels of supervision which propose or approve official statements of duties and responsibilities, even though these individuals do not sign the PD coversheet, are attesting to the same effect as the supervisory certification. Consequently, any supervisor who certifies a description as current and accurate when it is known that such is not the case, is subject to the penalties for the violations committed.

b. Access to PD's. Management is responsible for ensuring that employees have access to their PD's. When assigned to a new position, or when a position is redescribed, the employee shall be provided a copy of the PD.

c. Changes to PD's. Positions will be redescribed only when necessary to report material changes in major duties and responsibilities. Once a position has been classified, it shall not be redescribed and proposed for a different classification if the existing description is accurate. A request for review of a classification when major duties have not materially changed constitutes an appeal, and the

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appeal procedure should be followed. Modification of a position and its PD may or may not result in a change in its classification. When a position's classification changes, appropriate rules and regulations, such as those pertaining to merit promotion, reduction in force, and adverse action, will be applied. A position classification change does not automatically result in the position's incumbent(s) being promoted or demoted. When it is expected that the new PD will not be prepared and classified in less than 30 days, a written detail, not to exceed 120 days, must also be prepared. Extended details of employees to duties or positions that have not been classified conflict with the principles of position classification.

d. Accuracy of PD's. As discussed in paragraph 6.b., management is responsible for preparation of complete and accurate PD's. Based upon reference (a), the function of the position classification specialist in a classification process extends to include resolving substantive questions that may arise concerning the accuracy of PD's. Employees may grieve the accuracy of their PD's through the procedures established for grievances. Before filing a grievance, employees should try to resolve any problems relating to duties and responsibilities with the immediate supervisor who is responsible for verifying the accuracy of the PD. It is the supervisor's responsibility to correct any erroneous concepts the employee may have about his/her work responsibilities or the relation of his/her position to other positions in the work area. Every attempt should be made to reach a clear understanding with the employee as to what the position's duties and responsibilities are.

e. PD standards of adequacy. The following standards of adequacy apply to the preparation of PD's:

(1) All PD's shall contain duties that are current and accurate which can be substantiated through the audit process; all duties described shall occur on a regular and recurring basis; percentages, not less than 10% shall be indicated for each duty.

(2) Nonsupervisory GS positions (including supervisory GS positions which involve major nonsupervisory functions) shall have their PD's prepared in Factor Evaluation System (FES) format in accordance with reference (b).

(3) PD's shall contain enough specific information, without undue length, that a classifier can determine the title, series, and grade.

(4) PD's that contain projected duties and responsibilities shall not describe any duty that will not actualize within six months.

(5) PD's shall not contain duties or responsibilities that are credited to other positions in the organization and/or activity unless more than one position is required to perform the work (e.g., identical additional positions).

(6) A PD cover sheet (NTC-GL-OP130) shall be completed and signed by the position's immediate supervisor, and by a management official authorized to establish positions. Position sensitivity shall be determined by management, in accordance with applicable security regulations, and indicated on the PD cover sheet.

f. Identical additional positions. When a new position will be identical to another position in the activity, a separate statement of duties and responsibilities is not required. Additional positions are established by completing a Request for Personnel Action (SF-52). It must indicate the number and classification of the basic position.

8. Classification Standards. Reference (a) requires that each Federal department classify positions in conformance with standards published by OPM. In the absence of directly applicable OPM standards, DON standards and other evaluation guides are controlling. The classification standards are maintained by NTC CCPO and may be examined by employees and supervisors upon request. Supervisors should take necessary action to ensure that all employees are aware of this fact.

9. Management Review. A review of the positions by organizational segment will be made by management. In making the review, each supervisor shall compare the current duties and responsibilities of each subordinate position with the official PD of record. The supervisor shall notify subordinate employees that their positions are being reviewed and that they may participate by discussing their duties with the supervisor and/or the position classification specialist. The supervisor shall examine the need for each position and shall initiate action to abolish those which are unnecessary. For positions that are accurately described, the supervisor shall so certify. In those cases where it is determined the present description is inaccurate, the supervisor shall initiate action to establish a current and accurate description. This review is generally performed during the establishment of performance standards for the employee.

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10. Classification Appeals

a. Coverage. The classification of any position may be appealed to the DON, except where the classification determination was made by OPM. GS employees may appeal directly to OPM, however FWS employees may appeal to OPM only after appealing to the DON.

b. Basis for Appeals. An appeal must be based on a belief that an existing classification is in error. The question to be decided may involve the title, series, grade, and/or pay category (GS or FWS) of the position. A position classification appeal may not be based upon disagreement with the accuracy or completeness of the position description. Such disagreements are handled under the appropriate grievance procedure. Additionally, an appeal may not be based upon a change in duties and responsibilities from those stated in the official PD. An appeal not meeting the above criteria will be returned with appropriate instructions as to the correct course to follow.

c. Consequences of filing an appeal. During the adjudication of a position classification appeal, the adjudicating office will:

(1) decide whether the position is correctly classified with regard to title, series, and grade;

(2) change the classification of the position to the correct title, series, and grade where the facts warrant; and,

(3) provide the rationale for the decision.

This means that a position classification appeal may result in continuation of the position at its current grade, elevation to a higher grade, reduction to a lower grade, or change to a different pay category (e.g., GS to FWS).

d. Procedures for filing an appeal. An employee (or his/her designated representative) may appeal his/her position's classification at any time. However, filing an appeal does not refer the implementation of a classification action which has already been taken with respect to the position. To appeal, a letter submitted via the NTC CCPO, should be prepared by the employee (or his/her designated representative) which contains the following information:

(1) The employee's name, mailing address, and office telephone number;

(2) Name and location of official duty station;

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(3) Name and location of official headquarters and servicing civilian personnel office;

(4) Exact location of the employee's position within the organizational structure, e.g., Department, Division, Branch, Section, etc.;

(5) The name, address, position title, and business telephone number of the employee's representative, if a representative is chosen;

(6) Present title, series, grade and position description number of the position to which the employee is assigned (a copy of the SF-50 documenting the official assignment must be included);

(7) Requested title, series, grade, or other classification/job grading action desired;

(8) A copy of the employee's official position description, including certification of accuracy by the employee. If the employee disagrees with its accuracy, he or she should provide a description of the work presently being performed; and

(9) Reasons why the employee has asked for the specific requested job grading/classification action, which may include statement of facts which the employee thinks may affect the final classification decision. The employee should reference any position classification standards which support their point of view, and address specific areas of disagreement with the agency evaluation statement.

(10) Certification of accuracy of the official position description (not older than 90 days) from the immediate supervisor or higher level management official;

(11) A comprehensive evaluation report for the employee's position, which must be provided to the employee and may be used as the basis for the employee's job grading appeal rationale (see (9) above). This statement must be amended to include a response to any classification issues raised by the employee (including current work site audit notes, if available);

(12) Current organizational charts and position listings which clearly indicate the location of the position being appealed in relation to other positions, indicating

both civilian and military positions. (Military authorizations must be shown with civilian grade equivalency levels when they are considered in the classification of the position being appealed. If the position under appeal supervises military positions, copies of the military billet descriptions must be forwarded with a signed statement from the activity head or senior military officer as to the authority delegated to the civilian position for technical and administrative control over the military subordinates);

(13) Mission and functional statements and other supporting documentation such as directives, delegations, notices, instructions, etc.;

(14) A copy of the official position description and evaluation statement of the employee's immediate supervisor;

(15) If the appealed position is a supervisor or leader, copies of all key position descriptions (with evaluation statements) which were used to determine base level of work/level of work supervised, special technical demand, variety, etc.; and

(16) Name, position title, and telephone number of a point of contact within the NTC CCPO.

e. Designation of a representative. Employees may designate a representative to represent them in their appeals. If the employees designate such a representative, the appeals case must include a signed statement from the employee specifically designating the representative who will represent them in the appeal.

f. Time limits

(1) An appeal may be made any time by the present incumbent, or by the incumbent's designated representative.

(2) To obtain retroactive restoration of grade or salary in connection with an appeal, the appeal must be filed within 15 calendar days after the effective date of action taken as a result of a classification decision.

(3) A further appeal from a DON appeal decision must be filed with OPM no later than 15 calendar days after the appeal decision is received, or 15 calendar days after the effective date of the action taken as a result of the classification decision, whichever is later.

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11. Classification Decision by Activity Head

a. Delegation of authority. An activity head, or any official with delegated classification authority, holds the same authority to make an initial classification as that given to the Secretary of the Navy by law and regulation. This authority is not completely discretionary, but carries with it the responsibility for classifying positions in accordance with published OPM position classification standards and DON classification guidance documents. It is therefore essential that an official exercising redelegated authority avail himself/herself of the advice of a qualified position classification specialist prior to taking classification action. Such advice must be in the form of a position evaluation statement signed and dated by the principal classifier and approved by the civilian personnel director, and containing as a minimum the recommended title, series, and grade. The activity head should normally follow this advice.

b. Disagreements as to the correct classification

(1) Should the activity head choose not to follow the advice of the NTC CCPO classification staff, he/she may take unilateral classification action on the position, if permitted by the command's procedure for resolving classification differences. Following the unilateral classification action, the activity head must submit the position description and supporting documentation within 15 calendar days to the next higher echelon in the chain of command for post audit. As an option to the post audit procedure, heads of commands and activities may elect to request from OCPM, or its Field Division, a written advisory opinion which will then be binding on the activity head and the NTC CCPO.

(2) It should be understood that the overturn on post audit of an activity head's decision to upgrade a position results in long-term financial obligation resulting from the incumbent's entitlement to pay retention. This consideration, along with the eventual financial consequences inherent in all classification actions, underlines the need for ensuring that all classification decisions are firmly rooted in position classification standards.


W. F. LORENZ III
Chief of Staff

Distribution:
NTCGLAKESINST 5216.5H
LIST V
N2 (25)



DEPARTMENT OF THE NAVY
NAVAL TRAINING CENTER
GREAT LAKES, ILLINOIS 60088-5000

NTCGLAKESINST 12511.1 CH-1
041

28 MAY 1992

NTC GREAT LAKES INSTRUCTION 12511.1 CHANGE TRANSMITTAL 1

From: Commander, Naval Training Center, Great Lakes

Subj: POSITION CLASSIFICATION UNDER THE GENERAL SCHEDULE

1. Purpose. To issue change 1 to basic instruction.
2. Action. Make pen and ink changes and add the following information.
 - a. On the first page change reference (b) to read SECNAVINST 12510.9
 - b. On page 2, add the following as paragraph 4c:

"c. Reference (b) establishes policy and requirements on position management and provides delegation of position classification authority to permit line managers to manage civilian resources consistent with associated budgetary funding levels. This function is referred to as Managing To Payroll. Authority to effect classification decisions is restricted to Department Directors who have received and have been certified in appropriate training. Training consists of position classification, position management and managing civilian compensation."


J. L. BOYDSTON
Chief of Staff

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List I and V
041 (25 copies)