



Human Resources Classification & Position Management

Module 6



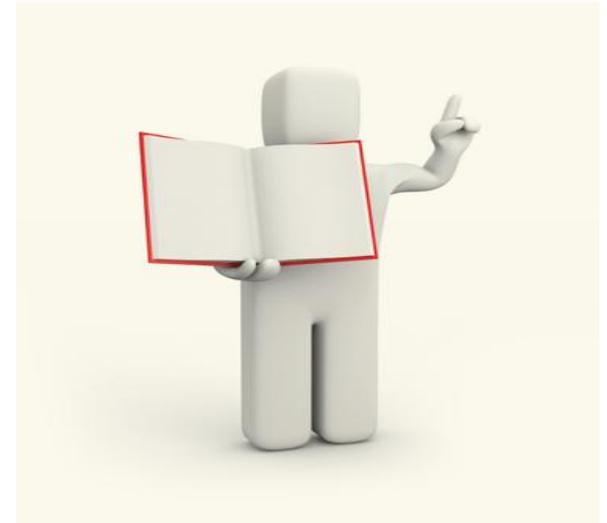
Human Resources – Resources Branch

- Spaces (Classification)
 - VS
- Faces (Staffing)



Human Resources – Resources Branch

- Regulations and Guidance
- Information for Supervisors
- Points of Contact





Human Resources – Resources Branch

- OPM Classification Standards
- Classification Release Authority (CRA)
- Technician Personnel Regulation 511



Roles & Responsibilities

- TPR 511 Para 4.g.
- NGB tells us basically what our organization structure is, and what PDs we can use to fill it
- HRO ensures we stay within that delegated authority while meeting the intent of leadership
 - Position Management
 - Classification
- Supervisors initiate all actions and are critical SMEs and change drivers



POSITION MANAGEMENT

- Structure of the organization & Lines of progression
- Orderly, efficient & economical accomplishment of work while meeting mission requirements
 - Balance economy & productivity with challenges & rewards
 - Imbalance can be a source of turnover, increased training cost
- HRO advises and assists with the issues:
 - Authority & Responsibility; Span of Control; Supervision v Production; Relations between Duties; Impact on Manpower Requirements; Positions v Personalities
- Examples: restructuring, reorganizing, shuffling work, changes to the mix of supervisory and subordinate positions, etc...
- Policy: Student Volunteer, Indef for AUS, Adding Supervisory duties to Non-supervisory positions

Grade <i>SES Eq.</i>	Joint			Air			Army		
	J-CC	Mgr	Skill	AF-CC	Mgr	Skill	AR-CC	Mgmt	Tech
	TAG								
				ATAG-Air			ATAG-Army		
GS15		CJS		Wing CC				CoS	
GS14		VCJS, Deputy USPFO, HRO		Vice Wing, Group CC (MSO)	DoS-A, CBCG Supv, ACS Supv			Directors	
GS13		Deputy HRO		Squadron CC, EIS Det CC	200 RHS Mgr, CBCS Mgr	Instructor Pilot		BDE AO (Supv GS11)	
WS15								CSMS Supv	
WS14					Acft Mech Supv			SMM Supv	
GS12		SHRS	JFHQ ATO		A1, A5	Comm, Pilot		BDE AO (Supv GS09), Deputy G1	Comm
WS13					Acft Maint Supv			SMM Supv	
WS12					EIS Mech Supv			SMM Insp Supv	
WS11					Acft Mech Supv			Allied Trades Supv	
WG15									
GS11			Classifier			Wing ATO			
WL11					Acft Ord Mech Ldr			SMM Leader	

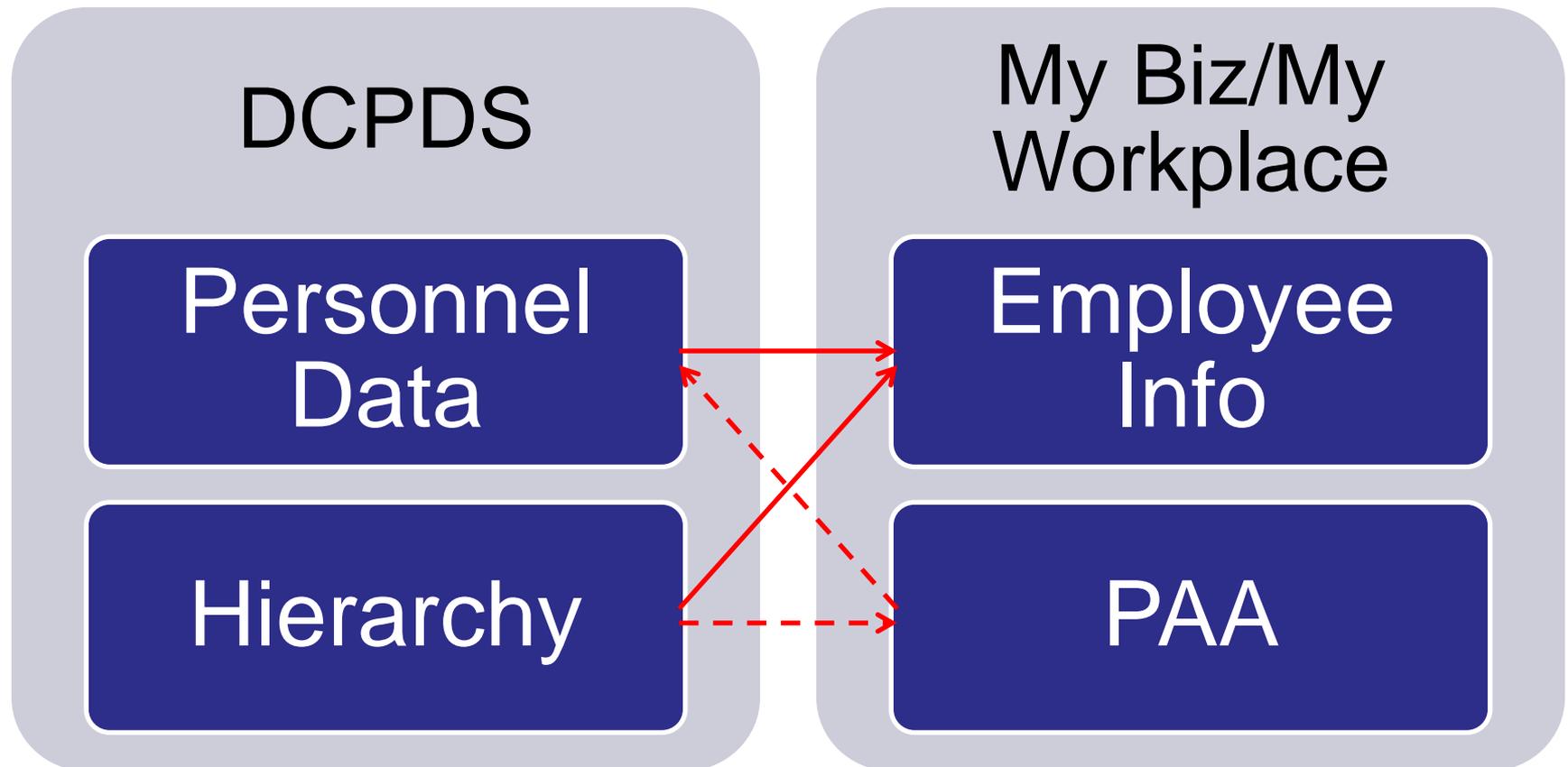


Hierarchy Maintenance

- 13 July 12 Memo-Provides for Quarterly Hierarchy Validation
- HRO distributes reports, Directorates, MSCs, Wings, GSUs annotate and return
- Includes Org Chart
- Data:
 - Technician name & position sequence #, & unit of assignment,
 - Rating Official & position sequence #,
 - Higher Level Reviewer & position sequence #



Heirarchy and MyBiz/My Workplace



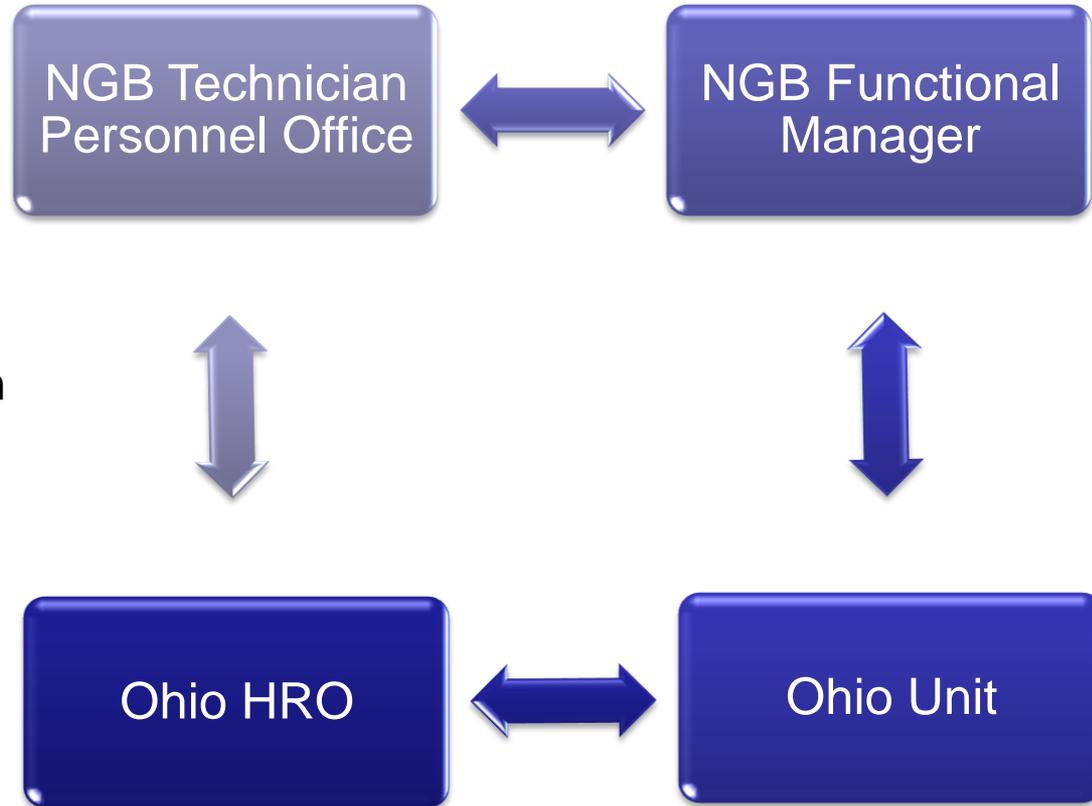


Classification

- Identifying major duties, crafting position descriptions, and evaluating them for placement in an organization structure: NGB
- HRO approves all personnel actions involving position changes
- Implementing Standard PDs NGB authorizes for us
- Implementing new PDs, assisting in developing exception PDs
- Establishing Statement of Difference for Developmental positions
- Approving Light Duty assignments under OWCP
- Approving PD Addendum for EO Collateral duties
- Desk Audits (Position Review)
- Classification appeals



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Relationship between parties involved in position description actions



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Position Descriptions

- Duties-Difficulty
 - Major, minor, other
- Responsibilities
 - Accountability
- Supervisory certification
- Position sensitivity
 - Special: >TS
 - Critical: TS
 - Non-Critical: Secret
 - Non-Sensitive: Confidential



POSITION DESCRIPTION

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show Positions Replaced)	3. Service <input type="checkbox"/> HQ <input checked="" type="checkbox"/> Field	4. Empl Office Location	5. Duty Station	6. OPM Cert #	
		7. Fair Labor Standards Act Not Applicable	8. Financial Statements Required <input type="checkbox"/> Exec Per Financial Disclosure <input type="checkbox"/> Employment & Financial Interests		9. Subject to IA Action <input type="checkbox"/> Yes <input type="checkbox"/> No
		10. Position Status <input type="checkbox"/> Competitive <input checked="" type="checkbox"/> Excepted (32 USC 709) <input type="checkbox"/> SES (Gen) <input type="checkbox"/> SES (CR)	11. Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	12. Sensitivity <input type="checkbox"/> Non-Sensitive <input type="checkbox"/> Noncritical Sens <input type="checkbox"/> Critical Sens <input type="checkbox"/> Special Sens	
14. Agency Use ENL					

15. Classified/Graded by
 a. US Office of ~~Per~~ Mgt b. Dept, Agency or Establishment c. Second Level Review d. First Level Review

Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
Legal Assistant	GS	0986	05	rrh	27 Apr 04

16. Organisational Title (If different from official title)	17. Name of Employee (optional)
18. Dept/Agency/Establishment - National Guard Bureau a. First Subdivision - State Adjutant General b. Second Subdivision - Joint Force HQ (State)	c. Third Subdivision - Staff Judge Advocate d. Fourth Subdivision - e. Fifth Subdivision -
19. Employee Review. This is an accurate description of the major duties and responsibilities of my position.	Employee Signature /Date (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organisational 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 related to appointment and payment of public funds. False or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor/Manager (optional)

Signature

Date

Signature

Date

21. Classification/Grading Certification. I certify that

22. Standards Used in Classifying/Grading Position



Human Resources – Resources Branch

Points of Contact

Ms. Dana Pharis– Branch Manager

614-336-7054 dana.a.pharis.civ@mail.mil

CMSgt Caroline French – Air Classification Specialist

614-336-7390 caroline.french.mil@mail.mil

Ms Cindy Hurst – Army Classification Specialist

614-336-



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Where to find information:

<http://hr.ong.ohio.gov/HR.aspx>

<http://www.ngbpdc.ngb.army.mil/>





Human Resources Development

What can I clarify?

