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
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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 #

National Guard Technician Personnel Management Course August 2011
Heirarchy and MyBiz/My Workplace

DCPDS
- Personnel Data
- Hierarchy

My Biz/My Workplace
- Employee Info
- PAA
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
Human Resources – Resources Branch

Relationship between parties involved in position description actions
Human Resources – Resources Branch

Position Descriptions

- Duties-Difficulty
  - Major, minor, other
- Responsibilities
  - Accountability
- Supervisory certification
- Position sensitivity
  - Special: >TS
  - Critical: TS
  - Non-Critical: Secret
  - Non-Sensitive: Confidential
National Guard Technician
Personnel Management Course
August 2011

POSITION DESCRIPTION

2. Reason for Submission
   □ Redescription □ New
   □ Reestablishment □ Other
   Explanation (Show Positions Replaced)

3. Service
   □ HQ □ Field

4. Real Office Location

5. Duty Station

6. OPM Cert #

7. Fair Labor Standards Act
   Not Applicable

8. Financial Statements Required
   □ Exec Pers Financial Disclosure
   □ Employment & Financial Interests

9. Subject to IA Action
   □ Yes □ No

10. Position Status
     □ Competitive
       ☑ Excepted (52 USC 709)
       ☐ SES (Gen)
       ☑ SES (CR)
       ☐ Neither

11. Position is
     □ Supervisory
       □ Managerial
       □ Noncritical Sensitive
       □ Critical Sensitive
       □ Special Sensitive

12. Sensitivity

13. Competitive Level

14. Agency Use
   ENL

15. Classified/Graded by

Official Title of Position
Legal Assistant

Pay Plan
GS

Occupational Code
0986

Grade
05

Initials
rrh

Date
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)

21. Classification/grading Certification. I certify this...

22. Standards Used in Classifying/Grading Position

Signature [ ] Date [ ]
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-
Human Resources – Resources Branch

Where to find information:

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

http://www.ngbpdc.ngb.army.mil/
Human Resources Development

What can I clarify?