

CEHR-E

Regulation
No. 690-1-500

31 July 2002

Civilian Personnel
POSITION MANAGEMENT AND CLASSIFICATION

Limited supplementation of this regulation is permitted with the prior approval of this headquarters. If supplements are issued, Major Subordinate Command (MSC) commanders and commanders of separate activities will furnish one copy to HQUSACE, CEHR-E, WASH, DC 20314-1000 for review and approval.

1. Purpose. This regulation provides human resources policy guidance, procedures, and criteria for the position management and classification program in the U.S. Army Corps of Engineers (USACE).
2. Applicability. This regulation is applicable to all HQUSACE elements, major subordinate commands (MSC), districts, laboratories, centers, and field operating activities (FOA).
3. Distribution. Approved for public release, distribution is unlimited.
4. References.
 - a. Classification Under the General Schedule, 5 CFR 511
 - b. Prevailing Rate Systems, 5 CFR 532
 - c. Reduction in Force, Competitive Level, 5 CFR 351.403
 - d. U.S. Office of Personnel Management, Introduction to the Position Classification Standards
 - e. Department of Defense Civilian Personnel Manual, Chapter 5, Classification and Human Resources Cost Management Program
5. Policy. It is the policy of the Commander, USACE that:

This regulation supersedes ER 690-1-500, 15 May 1996

a. Civilian positions be structured so as to facilitate recruitment and retention of highly qualified individuals to effectively accomplish the mission in the most economical and efficient manner possible and make maximum use of employee skills. Consistent with this policy, managers and supervisors will assign duties in a manner that promotes maximum utilization of manpower resources with an effective and efficient organizational structure.

b. Formal position classification guidance and advice will be issued by the Director of Human Resources (HR), HQUSACE, in coordination with appropriate management officials. If a need for such advice or guidance exists, the Employment and Compensation Management Division (CEHR-E) should be consulted. Questions relating to job evaluation and grade structure will be referred to field MSC, Civilian Personnel Operations Center (CPOC), Civilian Personnel Advisory Center (CPAC) and HQUSACE HR officials. The final classification of positions will be determined consistent with Office of Personnel Management (OPM) Position Classification Standards and guidance issued by OPM, the Department of Defense (DOD), the Department of the Army (HQDA), and HQUSACE by commanders and managers who have been delegated classification authority.

6. Responsibilities.

a. Headquarters USACE. The Commander, USACE, has delegated to the Director of Human Resources staff responsibility for the command position management and classification program. This includes providing staff oversight and assistance to HQUSACE, MSCs, districts, centers, laboratories, and activities reporting directly to HQUSACE on position management and classification matters, ensuring consistency in classification through periodic evaluation of position management and classification programs in coordination with the appropriate Major Command (MACOM) career program manager(s), and participating in HQDA surveys of USACE activities.

b. MSC Commanders. MSC Commanders will ensure that position management and classification programs in their headquarters and in districts and laboratories under their jurisdiction are properly administered and that job evaluations are made in conformance with prescribed standards and procedures. This will include disseminating position management and classification guidance, evaluation of position management and classification programs in subordinate activities, serving as a higher level classification review for district positions, including review and classification of individual cases referred by districts, and representing HQUSACE on HQDA and OPM human resources evaluation teams.

c. Activity commanders and directors. Activity commanders and directors will ensure that performance objectives for all managers and supervisors are written in such a manner that effectiveness in accomplishing position management responsibilities can be clearly evaluated and that managers, supervisors, and other individuals delegated classification authority comply with all provisions of this regulation as well as the provisions of position classification standards.

d. Position Management Officer (PMO). The activity commander or director will serve as the PMO unless that individual chooses to delegate this responsibility. The authority may be redelegated only to the military or civilian individual who is next in charge, normally a deputy. The PMO will make final decisions on position management recommendations and organizational structures where significant disagreements exist. The authority of the PMO does not extend to determinations on the classification of positions unless the PMO is the commander or director or is delegated classification authority.

e. Managers and Supervisors. Managers and supervisors will assure that job descriptions accurately reflect mission assignments and assure proper assignment of employees. With the assistance of human resource specialists at the CPAC and CPOC, they will maintain familiarity with classification standards covering the major functions under their supervision in order to classify the positions where they are delegated that authority and to understand and explain the basis for classification to subordinates. They will furnish job descriptions from the Position Description Library, FASCLASS, COREDOC, or other approved electronic sources with requests for personnel action. Where no description can be found, drafts of new or revised position descriptions may be submitted.

7. Position Classification. Authority to classify civilian positions in USACE is delegated to commanders and/or directors of major subordinate commands and activities reporting directly to HQUSACE. Major subordinate commanders may redelegate all or part of this authority to district commanders and laboratory directors. This authority may also be delegated to properly trained managers and supervisors. If classification authority is not delegated to managers or exercised by a commander, it must be delegated to and exercised by the servicing CPOC. When commanders, directors, or managers classify positions an advisory opinion will be provided by the servicing CPOC if needed. Such a classification advisory must be accepted unless the application of classification standards appears to support a different conclusion. Authority to override CPOC classification advisories is delegated to MSC commanders and the Director, Engineer Research and Development Center and may be redelegated to SES members who have classification authority and to district commanders, but not below that level. A copy of the position description, CPOC advisory, and rationale for the override will be provided to HQUSACE, ATTN: CEHR-E. An explanation of the interpretation of the position classification

standards as applied to the position being evaluated will be prepared by the individual classifying the position if necessary. There is no authority to classify positions using factors not included in the standards and deviations for other reasons are not authorized. It is noted that HQUSACE does not have the authority to classify foreign national positions. As this authority and associated procedures vary by country, the servicing human resources staff should be contacted for advice. Power Plant positions are not classified since the wage rates are set by individual positions. If new or revised power plant positions are needed, they should be requested through CEHR-E.

a. Prior approval requirements. The proposed establishment or revision of SES positions requires prior approval. CEHR-E should be contacted for guidance. The classification of Human Resources Officer positions must be approved one echelon above the organization where the position is located.

b. Evaluation decisions. In cases where there is significant controversy concerning the classification of a position or where a decision proves especially difficult, the commander may either request an evaluation decision from a higher echelon within the command or personally classify the position. Evaluation decisions made by higher echelon are binding unless the position changes substantially. A request for classification decision or for formal classification advice will not be made outside the chain of command. Neither DOD nor OPM will be asked for classification decisions or formal advice except by HQUSACE; however, they may be informally consulted.

c. Furnishing data. As a minimum, all cases submitted for prior approval or evaluation decision must include copies of the job description, evaluation statement, organization chart, mission and function statement, and such other job descriptions, evaluation statements, and program management information needed to make an informed decision. Submission of supervisory positions will include job descriptions for subordinate supervisors and for all nonsupervisory jobs used for base level determination.

d. Standard job descriptions, model job descriptions, FASCLASS, and Position Description (PD) Library. HQDA and HQUSACE have issued a number of standard and model job descriptions and many others are available in PD Library and FASCLASS. These are to be used without modification when they accurately describe the specific position as it is performed. They may also be modified to match specific jobs, but they will then be subject to more thorough review to assure that they remain properly classified. Existing job descriptions should be used whenever possible to minimize the number of new position descriptions.

e. Competitive levels for interdisciplinary positions. Interdisciplinary positions must be assigned a separate competitive level for each series to which the position may be classified.

f. Special pay plan designators and job grading standards for USACE positions.

(1) Floating plant positions. OPM has identified separate pay plan codes for floating plant positions. Hopper dredge pay plan codes are WJ and WK. Pay plan codes for other than hopper dredges are XH, XG, and XF. Normally, the ladder diagram is used to classify supervisory and/or licensed marine employees on floating plant. The Department of the Army Manual of Evaluation Standards (DAMES), Part II and Section 6, are used to evaluate nonsupervisory and/or nonlicensed marine employees. Civilian Personnel Regulation (CPR) P42, Supplementary Job Evaluation Standards for Wage Board Jobs, Section 1, Wage Board Supervisory Evaluation Standard, is used for supervisory positions performing work auxiliary to floating plant operations; e.g., revetment work, canal maintenance, or bank stabilization.

(2) Lock and dam operation and maintenance positions. OPM has established separate pay plan codes for lock and dam operation and maintenance positions. These are WY, WO, and WA. Regular Federal Wage System job grading standards are used to evaluate these positions.

(3) Power plant positions. The pay plan code (WB) is used for power plant positions. No standards are used to evaluate these positions as the pay rates are set for each position by the Department of Defense.

g. Recording special conditions on job descriptions.

(1) Job descriptions must clearly identify any prerequisites or special conditions required to do the job. For example, trainee jobs must clearly indicate that they are such and include the identity of the target position, and a requirement for professional registration must be included where appropriate. Information which would be helpful in filling the position should also be included as footnotes. Examples include requirements for financial statements, licensing, drug testing, designation as Automatic Data Processing (ADP) I, II, or III, acquisition corps requirements, and recurring or extended travel requirements, etc.

(2) Interdisciplinary positions must show "interdisciplinary" in the title block and contain the title, series, grade, and competitive level for each series to which they can be classified.

8. Position Management. The CPAC is the proponent for advice and assistance on position management. In accomplishing this function, that office is responsible for providing advice and assistance to management on the effective distribution of supervisory, professional, administrative, technical, clerical, and/or trades duties. Other aspects include advising on supervisory ratios, layering, duplication, and overlap. More specific position management guidelines to assist in carrying out this responsibility are at Appendix A.

a. Position management studies. When needed, managers and supervisors are responsible for conducting position management studies of organizations under their control with the assistance of their civilian personnel advisor. Efforts will also be made to include manpower, management analysis, and other appropriate support staff (e.g., activity career program managers) in conducting the studies.

b. Position management determinations. Final determination on implementation of position management recommendations will be made by the activity position management officer. This decision must be made based on valid mission requirements and include consideration of structures which would improve the efficiency of program operations.

9. Classification Appeals. There are two avenues for formal position classification appeals by General Schedule employees. They may appeal either to the Department of Defense (DOD) or directly to the Office of Personnel Management (OPM). Employees in positions exempt from the Classification Act must appeal to DOD first unless the purpose of the appeal is to request classification of the position in the General Schedule. Appeal procedures for employees under the Laboratory Demonstration Project are covered by the Demonstration Plan.


a. Classification appeals to DOD or OPM. Classification appeals submitted to DOD will be addressed to the Defense Civilian Personnel Management Service, Field Advisory Services Division, 1400 Key Boulevard, Arlington, VA 22209-5144. Appeals to OPM will be forwarded to the OPM Service Center (or Central Office) serving the location of the servicing CPAC. They must be submitted within 30 days of the certification by the appellant and supervisor or the Commander that the job description is accurate or the date the appeal is filed with the servicing CPAC. The servicing CPAC will inform HQUSACE (CEHR-E), with a copy of the appeal memorandum, as soon as it is known that an employee has filed an appeal and will be provided a copy of any appeal decision.

b. Appeal packages will include an appeal memorandum signed by the appellant; a copy of the current, official job description; certification by the appellant and the supervisor, or the commander's certification, that the job description is accurate; an evaluation statement with a thorough analysis of the appellant's duties and responsibilities; the approved mission and function statement and organization chart for the organization in which the position is located; a copy of the supervisor's job description with evaluation statement; a copy of the appellant's latest Notification of Personnel Action (SF-50) showing the job number to which assigned; and any information submitted by the appellant in support of the appeal. Appeals by individuals in supervisory or leader positions will also include copies of job descriptions and evaluation statements for all jobs used for base level determination.

10. Current Classification Guides. Appendix B provides a list of current classification guides, model jobs, and standard jobs which have been issued by HQUSACE. These classification guides must be used as supplements to OPM Position Classification Standards to evaluate positions to which they apply. These guides may be found at <http://www.hq.usace.army.mil/cehr.htm>.

FOR THE COMMANDER:

3 Appendices
APP A-Position Management Guidelines
APP B-Position Classification Guides
APP C-Delegation of Classification Authority


JOSEPH SCHROEDEL
Colonel, Corps of Engineers
Chief of Staff