

# ORO CONTROL FORM - FINAL DIRECTIVE

PART A (To be completed by the Division of Primary Interest (DPI))

1. NUMBER AND TITLE OF DIRECTIVE: **ORO O 320, Chapter IX, Change 3, POSITION CLASSIFICATION**

2. PURPOSE OF TRANSMITTAL:  New Directive  Revised Directive

3. THIS DOCUMENT MAY AFFECT THE WORK PERFORMED BY THE FOLLOWING CONTRACTORS: (Check appropriate boxes)

No (all contractors)

Yes If yes, whom?  Bechtel Jacobs Co.  ORAU  UT-Battelle  ISOTEK (Bldg. 3019, ORNL)

Other contractors (list by type)

*Many ORO contractors have approved Standards/Requirements Identification Documents (S/RIDs) or Work Smart Standards (WSS) Sets that may affect applicability of contractor requirements from this directive. Applicability of contractor requirements must take into account the approved standards set for each particular contract.*

4. SIGNIFICANT PROVISIONS: Are there any significant changes or impacts?  No  Yes  
If yes, describe: This ORO Chapter is part of the ORO sunset review process. Changes to this Chapter include (1) update correlating DOE Directive; (2) update Paragraph 6; (3) revise Paragraphs 3, 4a, 5a, 5b, and 5c; and (4) update titles.

5. CONTACT POINT: Phil Barker Personnel & Management Analysis Branch, AD-442 574-2636  
Name Organization Telephone

PART B (To be completed by the Directives Management Group (DMG)):

6. FILING INSTRUCTIONS:

<u>Remove</u>	<u>Dated</u>	<u>Insert</u>	<u>Dated</u>
ORO Control Form	09/18/2002	ORO Control Form	08/10/2004
ORO O 320, Ch. IX, Chg. 2	09/18/2002	ORO O 320, Ch. IX, Chg. 3	08/10/2004

*ORO Directives are available on the ORO Directives Management Group Home Page at [http://www.ornl.gov/doe/doe\\_oro\\_dmg/oro\\_dir.htm](http://www.ornl.gov/doe/doe_oro_dmg/oro_dir.htm). The ORO Directives will no longer be mailed in printed copy unless you do not have Internet capabilities.*

7. APPROVED FOR DISTRIBUTION IN ACCORDANCE WITH THE OFFICIAL DIRECTIVES DISTRIBUTION LIST:

*Original Signed By*  
Wayne H. Albaugh 08/10/2004  
Signature: DMG Team Leader, AD-440 Date

INSTRUCTIONS TO ADDRESSEES: THIS FORM IS TO BE FILED WITH THE DIRECTIVE AND RETAINED

Rev. 11/06/2003

## NNSA/YSO CONTROL FORM – FINAL DIRECTIVE

### PART A (To be completed by the ORO DIRECTIVES MANAGEMENT GROUP, AD-440):

**DIRECTIVE NUMBER, TITLE, AND DATE:**

**ORO O 320, CHAPTER IX, CHANGE 3, POSITION CLASSIFICATION, dated 08/10/2004**

**PURPOSE OF TRANSMITTAL:**     New Directive     Revised Directive**DOES THIS DIRECTIVE CANCEL/REPLACE OR EXTEND ANY OTHER DIRECTIVES?**     Yes     No  
**If “Yes,”** list what action (cancel/replace or extend) and list the Directive(s), including the number(s), title(s), and date(s):

This Directive cancels and replaces ORO O 320, Chapter IX, Change 2, POSITION CLASSIFICATION, dated 09/18/2002.

The attached Directive is forwarded for review and action. Complete Part B and forward this form to ORO DMG, AD-440, by **08/25/2004**.

### PART B (To be completed by the NNSA Y-12 SITE OFFICE, Y12-01):

**CONTRACTOR APPLICABILITY:****Does this Directive affect the work performed by BWXT Y-12, L.L.C.?**     Yes     No**Does this Directive affect the work performed by BWXT Y-12, L.L.C., subcontractors?**     Yes     No**If “Yes,”** list the subcontractors:

*Many contractors have approved Standards/Requirements Identification Documents (S/RID) or Work Smart Standards (WSS) Sets that may affect applicability of contractor requirements from this Directive. Applicability of contractor requirements must take into account the approved standards set for each particular contract.*

**SIGNIFICANT PROVISIONS:** Are there any significant changes or impacts?     Yes     NoList summary of Directive changes and, **if “Yes”** above, describe the significant changes or impacts:**IMPLEMENTATION:** Does the Directive contain special implementation requirements and/or dates?     Yes     No**If “Yes,”** describe:**FOR DOE DIRECTIVE – SUPPLEMENTAL DIRECTIVE REQUIRED?**Is a new or revised supplemental Directive required?     Yes     No**If “Yes,”** target date for submission of YSO Directive is \_\_\_\_\_.**IDENTIFY CONTACT POINT:** Bill Watson 576-0760  
Name Telephone

*Original Signed By*

**APPROVED BY COR FOR DIRECTIVES:** Diane McCarten 08/18/2004 576-9330  
Signature Date Telephone

### PART C (To be completed by the ORO DIRECTIVES MANAGEMENT GROUP, AD-440):

*DOE Directives are available on the DOE Directives Portal at <http://www.directives.doe.gov/>. ORO Directives are available on the ORO Directives Management Group Home Page at [http://www.ornl.gov/doe/doe\\_oro\\_dmg/oro\\_dir.htm](http://www.ornl.gov/doe/doe_oro_dmg/oro_dir.htm). Directives will no longer be mailed in printed copy unless you do not have Internet capabilities.*

**APPROVED FOR DISTRIBUTION IN ACCORDANCE WITH OFFICIAL DIRECTIVE DISTRIBUTION LIST:**

*Original Signed By*

Wayne H. Albaugh, AD-440 08/20/2004  
Name Date**INSTRUCTIONS TO ADDRESSEES: THIS FORM IS TO BE FILED WITH THE DIRECTIVE AND RETAINED.**

(Revised 11/06/2003)

# U.S. Department of Energy

Oak Ridge Operations

ORO O 320 Chapter IX Change 3
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DATE: 08/10/2004

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**SUBJECT: POSITION CLASSIFICATION**

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1. PURPOSE. This Chapter correlates to DOE O 320.1, Change 1, ACQUIRING AND POSITIONING HUMAN RESOURCES, Chapter VII, "*Position Classification*," dated November 21, 2003, by assigning responsibility and accountability and providing administrative guidance to Oak Ridge Operations (ORO), Office of Scientific and Technical Information (OSTI), and other Department of Energy (DOE) organizations where services are prescribed in a written agreement. Nothing in this issuance changes any requirements contained in any DOE Directive.
2. CANCELLATION. This Chapter cancels and replaces ORO O 320, Chapter IX, Change 2, POSITION CLASSIFICATION, dated September 18, 2002.
3. APPLICABILITY. The provisions of this Chapter apply to all ORO and OSTI employees, and employees of other DOE organizations where services are prescribed in a written agreement.
4. RESPONSIBILITIES.
  - a. Manager, ORO.
    - (1) Approves major redeployments of staffing resources among ORO organizations.
    - (2) Serves as or delegates responsibility to serve as the ORO Position Management Officer.
    - (3) Approves or delegates authority to approve organization change proposals for ORO when this authority has been delegated to ORO from DOE Headquarters (HQ).
  - b. Assistant Managers, ORO.
    - (1) Within established staffing allocations, distribute and/or redeploy staffing resources among subordinate organization units to meet mission and workload requirements.
    - (2) Approve backfill of vacant positions within established staffing allocations.
  - c. Assistant Director for Resource Management, OSTI.
    - (1) Serves as the OSTI Position Management Officer.

- (2) Develops consolidated staffing and manpower data for OSTI as part of the budget process.
  - (3) Approves the backfilling of all OSTI nonsupervisory positions.
  - (4) Recommends action by the OSTI Senior Staff on other position allocation matters.
- d. Senior Staff, OSTI.
- (1) Approve overall OSTI staffing levels as part of the budget process.
  - (2) Approve the backfilling of all supervisory OSTI positions.
  - (3) Approve the allocation of new positions requested by the OSTI Principal Staff.
  - (4) Render final decisions on appeals of position allocation decisions made by the Assistant Director for Resource Management, OSTI.
  - (5) Approve major redeployments of staffing resources among OSTI organizations.
- e. Principal Staff, ORO and OSTI.
- (1) Request the establishment of new positions, and provide justifications as required by the approving official(s).
  - (2) Analyze long-term staffing requirements and provide workload data and justifications for changes in staffing levels as part of the budget process.
  - (3) Ensure that performance ratings of subordinate supervisors reflect their effectiveness in executing their position management responsibilities.
  - (4) Initiate staffing actions as required to correct position management deficiencies revealed by classification maintenance and organization reviews.
  - (5) Review each vacancy and determine whether duties can be redistributed and the position abolished without seriously impairing the performance of essential functions.
  - (6) Prepare position descriptions for their immediate staff and certify the accuracy of descriptions prepared by subordinate supervisors.
  - (7) Coordinate reorganizations, the establishment of new positions, and other actions related to position classification and position management with the Human Resources Division (HRD).
- f. Director, Human Resources Division, ORO.
- (1) Advises and assists the Assistant Managers in developing organization change proposals.
  - (2) Concurs in manpower budget requests, justifications, and recommendations.

- (3) Concurs in organization change proposals.
  - (4) Advises the principal staff, supervisors, and other employees regarding the guidance and procedures of the Office of Personnel Management (OPM) DOE/ORO classification systems.
  - (5) Classifies all competitive and excepted service positions through grade GS-15 and pay band 04, including determinations of:
    - Pay category, title, series, and grade.
    - Functional classification codes for scientist and engineering positions.
    - Exempt or non-exempt status under the Fair Labor Standards Act.
    - Labor-management relations status.
    - Competitive level.
  - (6) Issues notice of changes to lower grade resulting from reclassification decisions.
  - (7) Provides advice and assistance to employees regarding classification appeal rights and procedures.
  - (8) Makes first level decisions on position classification reviews.
  - (9) Administers the ORO staffing allocation system, including the development of consolidated manpower utilization and staffing data for budget purposes and the coordination of individual requests for establishing or backfilling positions.
  - (10) Provides position classification and position management services and functions to serviced organizations in accordance with established agreements and memoranda of understanding.
  - (11) Coordinates preparations and submission of actions to the Office of Headquarters and Executive Personnel Services for Senior Executive Service and equivalent positions.
- g. Immediate Supervisors.
- (1) Request the backfilling of vacant positions.
  - (2) Prepare and certify the accuracy of position descriptions for subordinate positions.
  - (3) Ensure that position descriptions are updated and a reclassification review is requested whenever a significant change occurs in the duties and responsibilities of a subordinate position.

5. REQUIREMENTS AND PROCEDURES.

- a. Position Allocation System. The Personnel and Management Analysis Branch (PMAB) analyzes staffing budget resources; develops supplementary instructions as required; recommends staffing distributions to the Manager, ORO; obtains workload data and justifications from the principal staff; and develops consolidated staffing budget requests. When staffing allocations are received or modified, the PMAB recommends any required modifications in budget plans to the Manager, ORO, and advises affected organizations of required staffing actions.

**NOTE:** PMAB provides assistance to OSTI and other serviced DOE organizations in position allocation, as requested.

- b. Organization Change Proposals. Assistant Managers submit proposals to PMAB. PMAB assists Assistant Managers to develop complete package, including justification, organization chart(s), crosswalk of affected personnel, and requests for personnel action.

**NOTE:** PMAB provides assistance to OSTI and other serviced DOE organizations in organization change proposals, as requested.

- c. Position Descriptions.

(1) Requesting position actions.

- (a) Encumbered positions. First level supervisors submit an electronic workflow request through Corporate Human Resources Information System (CHRIS) Workflow and follow up with four copies of the signed position description prepared on ORO F 325.2 (see Attachment 1) to the HRD whenever a position action is requested.
- (b) Unencumbered (vacant) positions. First level supervisors submit a hard copy Standard Form 52 and four copies of the signed position description prepared on ORO F 325.2 (see Attachment 1) to the HRD whenever a position action is requested.

(2) Position description formats.

- (a) For nonsupervisory General Schedule positions: The Factor Evaluation System format will be used for all position descriptions.
- (b) For supervisory positions: The format contained in the "Office of Personnel Management's General Schedule Supervisory Guide" will be used.

- d. Classification Appeals. All requests for appeals of position classification decisions will be addressed to the HRD and indicate whether the appeal is to the Director of Personnel in DOE HQ or directly to the OPM.

6. REFERENCES.

- a. ORO O 320, Chapter II, Change 3, PROCESSING PERSONNEL ACTIONS, dated June 18, 2004, and any subsequent revisions.
- b. *“Office of Personnel Management’s General Schedule Supervisory Guide.”*
- c. Standard Form (SF) 52, *“Request for Personnel Action.”*

7. DEFINITIONS. None.

8. CONTRACTOR REQUIREMENTS DOCUMENT. None.

9. ATTACHMENTS.

- a. Attachment 1 - OR F 325.2, POSITION DESCRIPTION.

OR F 325.2

POSITION DESCRIPTION

<b>PART I: TO BE COMPLETED BY THE SUPERVISOR</b>			
ORGANIZATION:			
Yes	No		
<input type="checkbox"/>	<input type="checkbox"/>	Technical Qualifications Program (TQP)	If TQP, STSM, and/or CTC are checked yes, the position description must document the duties and functions performed which are the basis of such determination as well as the knowledge required to accomplish the duties of the position. Knowledge requirements must include any items which will form the basis for selective placement factors under recruitment or reduction-in-force processes.
<input type="checkbox"/>	<input type="checkbox"/>	Senior Technical Safety Manager (STSM)	
<input type="checkbox"/>	<input type="checkbox"/>	Critical Technical Capabilities (CTC)	
<input type="checkbox"/>	<input type="checkbox"/>	System Safety Oversight (SSO)	
<input type="checkbox"/>	<input type="checkbox"/>	Acquisition Career Development Program	
<input type="checkbox"/>	<input type="checkbox"/>	Drug Testing Designated Position	
<input type="checkbox"/>	<input type="checkbox"/>	PSAP Designated Position	
SUPERVISORY CERTIFICATION: 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 consider violations of such statues or their implementing regulations.			
Signature and Title of Immediate Supervisor:			Date
<b>PART 2: TO BE COMPLETED BY THE HUMAN RESOURCES OFFICE</b>			
Classification Title:		Pay Plan	Series
		Grade	
CHRIS Position Number:		CHRIS Job Code:	
CLASSIFICATION CERTIFICATION: I certify that this position, as described below, has been classified by a Departmental Official to whom classification authority has been officially delegated.			
Signature and Title of Official Exercising Classification Authority:			Date:

Begin typing position description text here.