

DIRECTIVES CONTROL FORM - ORO O 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, POSITION CLASSIFICATION**

2. **PURPOSE OF TRANSMITTAL:** ___ New Directive X Revised Directive ___ Page Change

3. **CONTRACTOR REQUIREMENTS:** Does directive contain requirements applicable to contractor(s)?
Check appropriate boxes:

X No (all contractors)

___ Yes If yes, whom? ___ LMES ___ ORAU ___ SURA ___ LMER

___ Other contractors (list by type)

4. **SUMMARY OF SIGNIFICANT PROVISIONS OR CHANGES:**

Incorporates Chapter IX in the 320 Series (formerly OR 3510.1 and OR 3511.1A).

5. CONTACT POINT: <u>Lois Jago</u>	<u>Personnel Division (AD-44)</u>	<u>576-0680</u>
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>
OR 3510.1	11-24-86	ORO O Control Form	9-30-96
OR 3511.1A	07-18-85	ORO O 320, Chapter IX	9-30-96

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

Original Signed By Jennifer H. Cusick

09/30/1996

Signature Management Analyst, AD-440

Date

U.S. Department of Energy

Oak Ridge Operations

ORO O 320 Chapter IX

DATE: 09-30-96

SUBJECT: POSITION CLASSIFICATION

1. PURPOSE. This Chapter correlates to DOE O 325.1 (formerly DOE 3511.1A), POSITION CLASSIFICATION, dated October 1, 1984, which has now been renumbered in accordance with the new DOE Order Numbering System, as published in DOE M 251.1-1, Change 1, dated December 12, 1995. Nothing within the DOE Order has been changed at this point, but if a new DOE Order is published, it will be numbered in this manner. Until that time, the new number is assigned to the previous DOE Order. This new Oak Ridge Operations (ORO) Chapter assigns responsibility and accountability and provides administrative guidance to ORO and Office of Scientific and Technical Information (OSTI). Nothing in this issuance changes any requirements contained in any DOE Order.
2. CANCELLATION. This Chapter cancels and replaces OR 3510.1, POSITION MANAGEMENT, dated November 24, 1986, and OR 3511.1A, POSITION CLASSIFICATION, dated July 18, 1985.
3. APPLICABILITY. The provisions of this Chapter apply to all ORO and OSTI employees with the exception that position classification provisions do not apply to members of the Senior Executive Service.
4. RESPONSIBILITIES.
 - a. Manager, ORO, approves major redeployments of staffing resources among ORO organizations.
 - b. Assistant Manager for Administration, ORO.
 - (1) Serves as the ORO Position Management Officer.
 - (2) Chairs meetings of the ORO Resource Review Committee.
 - (3) Approves organization change proposals for ORO.
 - c. 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.
 - d. Resource Review Committee, ORO.
 - (1) Recommends overall ORO staffing levels to the Manager as part of the budget process.

- (2) Recommends the allocation of new positions requested by the ORO Principal Staff.
 - (3) Recommends major redeployments of staffing resources among ORO organizations to the Manager.
- e. Assistant Manager for Resource Management (AMRM), 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:
 - (a) All OSTI positions at grade GS-12 and below and in the Federal Wage System (FWS).
 - (b) Nonsupervisory positions at grade GS-13 and above.
 - (4) Recommends action by the OSTI Senior Staff on other position allocation matters.
- f. Senior Staff, OSTI.
- (1) Approve overall OSTI staffing levels as part of the budget process.
 - (2) Approve the backfilling of all supervisory OSTI positions at grade GS-13 and above.
 - (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 AMRM, OSTI.
 - (5) Approve major redeployments of staffing resources among OSTI organizations.
- g. Principal Staff, ORO and OSTI.
- (1) Request the establishment of new positions, and provides justifications as required by the approving official(s).
 - (2) Analyze long-term staffing requirements and provides 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 determines 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 certifies 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 Personnel Division.
- h. Director, Personnel Division.
- (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 OPM/DOE/ORO classification systems.
 - (5) Classifies all positions through grade GS-15 and all Federal Wage System jobs, including determinations of:
 - (a) Pay category, title, series, and grade.
 - (b) Functional classification codes for scientist and engineering positions.
 - (c) Exempt or nonexempt status under the Fair Labor Standards Act.
 - (d) Labor-management relations status.
 - (e) 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.

i. 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.
- (4) Obtain the necessary advance approvals for all details which definitely will or reasonably may extend beyond 30 days.

5. REQUIREMENTS AND PROCEDURES.

a. Position Allocation System.

- (1) ORO Procedures. The Personnel and Management Analysis Branch (PMAB) analyzes budget resources, develops supplementary instructions as required, recommends staffing distributions to the Resource Review Committee, obtains workload data and justifications from the Principal Staff, and develops consolidated budget requests. When staffing allocations are received or modified, PMAB recommends any required modifications in budget plans to the Resource Review Committee and advises affected organizations of required staffing actions.
- (2) OSTI Procedures. Budgeting and allocation procedures are the same as those prescribed for ORO except that OSTI's AMRM and its Executive Committee respectively perform the coordination and approval functions prescribed in subparagraphs 4b and c of this Chapter.

b. Organization Change Proposals.

- (1) ORO Procedures. 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.
- (2) OSTI Procedures. Comprehensive reviews of OSTI as a whole will be completed as part of the organization review plan established by the Position Management Officer for the Office of Assistant Secretary, Human Resources and Administration, DOE Headquarters (DOE-HQ).

- (a) OSTI's AMRM shall conduct and coordinate fact-finding for OSTI reviews.
 - (b) PMAB shall provide technical advice and assistance to the review effort, as requested.
 - (c) OSTI's Senior Staff shall develop plans to implement major position management recommendations issued by the Position Management Officer.
- c. Position Descriptions.
- (1) Forms for requesting position action. First level supervisors submit a Standard Form 52 and four copies of the position description prepared on ORO F 325.1 to the Personnel Division whenever a position action is requested. Items 1, 2, and 3 are to be completed by the requesting office. That office is to begin typing the position description on the same page, using Letter Gothic 12cpi. For information on how to complete an SF-52, refer to ORO O 320, Chapter II, PROCESSING PERSONNEL ACTIONS, dated September 24, 1996.
 - (2) Position description formats.
 - (a) For nonsupervisory General Schedule positions, ORO and OSTI have adopted the Factor Evaluation System (FES) format for all position descriptions. These will be prepared in accordance with the outline in the Guide to Preparing Position Descriptions, to be published.
 - (b) For supervisory General Schedule positions, the format contained in the Guide to Preparing Position Descriptions will be used.
 - (c) For Federal Wage System positions, each position description will follow the format contained in the Guide to Preparing Position Descriptions. The relevant factor information must be presented in the same order and sequence as found in the applicable grading standard to the extent possible. Supervisory FWS positions may require additional information. Therefore, the initiating office will coordinate the appropriate format with its personnel management specialist on a case-by-case basis.
- d. Classification Appeals. All requests for appeals of position classification decisions will be addressed to the Personnel Division 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, PROCESSING PERSONNEL ACTION, dated September 30, 1996, which specifies responsibilities for classifying GS and FWS positions within DOE.

- b. ORO O 330, Chapter I, DEPARTMENTAL PERFORMANCE APPRAISAL SYSTEM, to be published.
 - c. Guide to Preparing Position Descriptions.
7. DEFINITIONS. None.
8. CONTRACTOR REQUIREMENTS DOCUMENT. None.
9. ATTACHMENTS.
- Attachment 1 - OR F 325.1, Position Description.

OR F 325.1

POSITION DESCRIPTION

1) Organization:				
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 constitute violations of such statutes or their implementing regulations.				
2) Typed or Printed Name and Title of Immediate Supervisor:				
3) Signature:			4) Date:	
Position Number:	Pay Plan	Occ. Series Code	Grade	LMR Code
Classification Title:				
Classification Certification: I certify that this position has been classified in accordance with classified standards issued by the Office of Personnel Management.				
Typed or Printed Name and Title of Official Exercising Classification Authority:				
Signature:			Date:	

Begin Typing Position Description Here (Use Letter Gothic 12cpi)