

CD10-OWI-004

REVISION B

EFFECTIVE DATE: October 16, 2002

ORGANIZATIONAL WORK INSTRUCTION (OWI)

CD10

POSITION MANAGEMENT AND POSITION CLASSIFICATION

APPROVING
AUTHORITY

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Organizational Issuance OPR		
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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline	N/A	09/30/99	Baseline version
Revision	A	07/12/00	Records paragraph revised and expanded.
Revision	B	10/16/02	Several revisions throughout entire document.
		05/28/03	Document Review
		09/9/03	Document Review

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1. PURPOSE

The purpose of this Organizational Work Instruction (OWI) is to document the processes by which the Human Resources Department (HRD) classifies positions (other than Senior Executive Service and NASA Excepted positions) for all personnel at the Marshall Space Flight Center (MSFC) including personnel performing services directly affecting quality.

2. APPLICABILITY

This OWI applies to position management and position classification activities performed by the HRD.

3. APPLICABLE DOCUMENTS

- U.S. Office of Personnel Management (OPM) Functional Standards
- U.S. OPM Position Classification Standards
- Introduction to the Classification Standards
- The Classification Handbook
- Handbook of Occupational Groups and Families
- NASA Position Classification Handbook NHB 3510.51
- Title 5 Code of Federal Regulations Part 511 Classification under the General Schedule
- Digest of Significant Classification Decisions and Opinions
- NPG 1441.1 NASA Records Retention Schedules
- Position Description Management (PDM) Website
<http://pdm.nasa.gov>
- Avue Digital Services, NASA Classification Module Quick Reference Guide for Managers (ADS-QRG07.12.02: Classification-MGR)
www.avuedigitalservices.com/nasa/ads.html
- Avue Digital Services Classification Module Quick Reference Guide for HR Specialists (ADS-QRG01.28.02: Classification-HR)
www.avuedigitalservices.com/nasa/ads.html
- NASA Position Description Management Quick Reference Guide for System Administrators
www.avuedigitalservices.com/nasa/ads.html

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*Note: Use current Revisions unless there is an overriding authority.

4. DEFINITIONS

- Classification Act of 1949 - Established the classification standards program for positions in the General Schedule, which was codified in Chapter 51 of Title 5, United States Code. The statute established the principle of providing equal pay for substantially equal work.
- Position - The duties and responsibilities which make up the work performed by an employee.
- Position Description (PD) - The official description of management's assignment of duties, responsibilities, and supervisory relationships to a position.
- Position Description Management (PDM) - An automated process and system that enables supervisors, managers, human resources staff, and administration officers to create new position descriptions online, easily and promptly and will streamline the classification process. It is directly linked to the "ONE NASA" concept as a standard way of doing business and implements new enabling technology. Once implemented at all NASA Centers, a single system will replace the varied and largely manual process that currently exists.
- Class of Positions - All positions that are classified to the same schedule, series, grade (e.g. GS, 510-12) and are sufficiently alike to warrant like treatment in personnel processes such as testing, selection, transfer, and promotion.
- Classification Standard - Issued by OPM to relate the grade level definitions in Title 5 to specific work situation and thereby provide the basis for assigning each position the appropriate title, series, and grade.
- FES - Factor Evaluation System; Position classification standard format utilizing nine factor level descriptions. Point values assigned under this format are totaled and the grade conversion table used to determine the grade of the position classified.
- General Schedule (GS) - The broadest subdivision of the classification system covered by Title 5. It includes

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a range of levels of difficulty and responsibility for covered positions for grades GS-1 through GS-15. "GS" designates it for supervisory and non-supervisory positions at all of the grade levels.

- Grade - The numerical designation GS-1 through GS-15 that identifies the range of difficulty and responsibility and level of qualification requirements of position included in the General Schedule.
- Help Desk - 1st tier parallel support (i.e. functional problems and technical referrals)
- Human Resources Specialist (HRS) - Individual authorized by delegated authority to evaluate and properly classify positions covered by the General Schedule.
- Occupational Group - A major subdivision of the General Schedule embracing a group of associated or related occupations (e.g. the Accounting and Budget Group).
- OPM - Office of Personnel Management; Federal Agency with responsibility for regulating all aspects of Federal personnel programs.
- Password/user ID - PDM requires a password and user ID. These are created by the vendor and supplied to the user.
- PIJ - Person in the Job, also known as "Man in the Job" - see Classification Handbook page 49.
- Position Description Archive - A back-up archive of certified PD's is available to authorized Super Users at each center. The primary purpose is to serve as NASA security documents are downloaded monthly from the PDM Library.
- Position Description Library - Automated PD Library consists of electronic copies of agency position descriptions established in the PDM system. This library enables users to easily locate electronic copies of PDA on-line via the Internet.
- Position Management - The authority and responsibility to establish, classify, and manage positions to accomplish the Agency's mission in the most efficient and economical manner.
- Series - A subdivision of an occupational group consisting of positions similar as to specialized line of work and qualification requirements. Series are

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designated by a title and number (e.g. Accounting Series, GS-510).

- System Administrator - Establish, edit, and delete user profiles as well as maintain associations between users.
- Super User - The functional expert in the HR office who can answer questions on the use of the ADS system.

5. INSTRUCTIONS

- 5.1 The guidelines established in the reference "Applicable Documents" would be adhered to in all matters related to position classification within the MSFC Human Resources Department.
- 5.2 Management Responsibility - The Human Resources Department Manager will redelegate classification authority to qualified classification/human resources specialists as required.
- 5.3 New Business Process - All position descriptions will be created electronically and transmitted to the Human Resources Department. The NF-692 (PD Cover Sheet) is also on the system; however, the SF-52 (Request for Personnel Action) is not. The SF-52 must be completed manually and attached to the position description.

The process for using the Avue Digital Services (ADS) is:

- Review the Agency Position Files. If established file available, copy and tailor.
- If no established PD, draft a PD using ADS.
- Each organization creates their own position description
- Each position description requires a file name (org code, manger last name, sequential number of three digits)
- After the organization has completed their draft of the position description and the Form 692, they should submit a SF-52, attaching the appropriate

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forms. The file name of their document should be annotated on the SF-52. At this point the PD cover sheet is not required to be submitted.

- The HR Specialist should be notified by the organization of the file name of the position description, either via telephone, e-mail, or receipt of the SF-52 that a position description is awaiting final classification.
- Once the HR Specialist has received the package with the File Name, the HR Specialist will be able to access the file to pull up the document electronically.
- Any change to PD as a result of discussions between HR Specialist and Supervisors automatically overwrites previous versions with each "save" to the file.
- Once PD is in final draft and assigned a PD# from ADS by the HR Specialist, the HR Specialist will request the signed PD cover page. Once received, PD will be:
 - Classified/signed by the HR official; and
 - Archived in Agency Position Files by HR
- Copies of new PD will accompany the processed action, and signed PD cover page will be maintained by cognizant HR Specialist.

Each new Position Description Record is classified by the Human Resources Specialist.

Training - On-the-Job-Training and completion of the Basic Position Classification course is mandatory before authority is delegated to classify positions. Upon completion of the required training, a record of successful completion shall be maintained in the employee's Individual Training Record

PDM Training - Hands-on-training for HR Specialist, Administrative Officers, Supervisors, and Team-leaders.

Overview training for Supervisors and Team-leaders.

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HR Specialists receive train-the trainer training and serve as consultants for training future HR users, supervisors, managers, and Administrative Officers, either one-on-one or in-group settings.

PDM on-line tutorials and Quick Reference Guides Available.

6. NOTES

None

7. SAFETY PRECAUTIONS AND WARNING NOTES

None

8. APPENDICES, DATA, REPORTS, AND FORMS

NASA Form 692 - Position Description
 NASA Form 2938 - Position Record Amendment

9. RECORDS

Type of Record: NASA Form 692
 Responsible Party: Human Resources Department Team Leader
 Location: Human Resources Department
 Building 4200
 Room 334

Records Retention Schedule: Maintained in accordance with USOPM Guide to Personnel Recordkeeping.

Type of Record: NASA Form 2938
 Responsible Party: Human Resources Department Team Leader
 Location: Human Resources Department
 Building 4200
 Room 334

Records Retention Schedule: Maintained in accordance with the USOPM Guide to Personnel Recordkeeping.

10. TOOLS, EQUIPMENT, AND MATERIALS

None

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11. PERSONNEL TRAINING AND CERTIFICATION

All position classifiers require completion of "Basic Position Classification" Course.

12. FLOW DIAGRAM

See attached sheet.

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Flow Diagram

