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	U. S. DEPARTMENT OF THE INTERIOR OFFICE OF SURFACE MINING RECLAMATION AND ENFORCEMENT DIRECTIVES SYSTEM	Subject Number: PER-7 Transmittal Number: 273 Date: 08/28/86

Subject: Position and Pay Management Review Program

Approval: Ted D. Christensen | Title: Director

1. Purpose. This Directive defines responsibilities and prescribes procedures for the conduct of the Position and Pay Management Review. The Position and Pay Management Review is the method for systematically accomplishing the annual review of positions on a position management, as well as position classification, basis.

2. Definitions. None.

3. Policy/Procedures.

a. Objectives and Guidelines. Besides insuring that position descriptions properly and accurately describe the way positions are actually structured and that they are accurately classified, the Position and Pay Management Review will be a positive factor toward ensuring that positions are:

(1) Structured and organized in a way that insures maximum use of employee skills and abilities;

(2) Designed to provide for career development and upward mobility; and

(3) Structured so as to motivate employees to top performance for the efficient and economical accomplishment of the organization's program mission.

(4) Positions are properly graded; steps are being taken by the agency to avoid "grade creep" and "grade bulge" problems.

b. Responsibilities.

(1) The Director, OSMRE, will provide for an effective position management review program which is consistent with the objectives and guidelines, contained in Section 3a above, the Position and Pay Management Directive (PER-5), and the Grade Bulge Reduction Implementation Plan (PER-25). This responsibility includes the allocation of resources necessary to carry out such a program and to ensure that appropriate actions are taken to correct problems in position management or to meet legal and regulatory position classification problems.

(2) Program managers and supervisors will perform annually a comprehensive review of their position and organization structure, abolishing unnecessary positions and revising inaccurate position descriptions. They are also responsible for taking timely action required as a result of these reviews.

(3) The Deputy Director, Administration and Finance will plan for and schedule position and pay management reviews in organizations throughout OSMRE. In the field, these will be scheduled as part of the regular evaluation of each field installation. The assigned Personnel Management Specialist, for the respective Administrative Service Center, will conduct such reviews, provide advice and assistance to supervisors, audit and evaluate positions, and make reports of their findings, using the "Position Review List and Action Request" (Attachment 1).

c. Procedures.

(1) All General Schedule, and Performance Management and Recognition System positions, and those in the Federal Wage System must be reviewed for currency and proper classification.

(2) The conduct of the Position and Pay Management Review requires accomplishment of the procedures listed below but not necessarily in the order presented:

(a) The Chief, Division of Personnel will coordinate with operating officials in Headquarters and the Personnel Management Specialists in the respective Administrative Service Centers, in developing a Position and Pay Management Review schedule. This schedule should be flexible enough to permit changes occasioned by organization restructuring, expansion and contraction of mission, etc. All concerned parties should be notified far enough in advance to allow for necessary planning and orientation.

(b) The personnel specialist who will be conducting the Review will meet with the managers and supervisors to discuss its purpose and objectives. Current approved organization charts and functional statements will be used for purposes of the review.

(c) The personnel specialist will meet with designated supervisors to explain in detail the Review procedure and to discuss the roles each will play in its implementation. The supervisors will be provided with the "Review Certification Worksheet" (Attachment 2), and with any other related material deemed necessary.

(d) Supervisors will carry out their review of positions and organization structure, applying the objectives and guidelines discussed in Section 3a above, the Position and Pay Management Directive, and the Grade Bulge Reduction Implementation Plan. They will complete the Supervisor's Action part of the Review Certification Worksheet; sign and date the document, and return it along with any drafts of new position descriptions or other duty changes to the appropriate personnel specialist by the due date.

(e) The personnel specialist will audit new and significantly changed positions and a large enough sample of the others to:

1 Assure a thorough understanding of the organization mission and relationship among positions,

2 Effectively advise managers and supervisors on position management considerations as set forth in Section 3a above, and the Position and Pay Management Directive, and the Grade Bulge Reduction Implementation Plan, and

3 Assure the accuracy of position descriptions in terms of adequately reflecting assigned duties and responsibilities. The total sample of audited positions will equal one-third of the positions in the organizational component being reviewed. Included in this sample are the proposed promotions through gradual accretion of duties as described in paragraph (3)(b) of this Section. All positions will be reviewed for accuracy of title, series, and grade levels. The personnel specialist will complete the Personnel Office portion of the Review Certification Worksheet.

(f) The personnel specialist conducting the Review is responsible for insuring that the "TO" section of the Classification Review List and Action Request is completed, reflecting the findings and resulting actions from the Review. The original, with at least one copy, will be forwarded to the appropriate manager or supervisor, with a copy of any new position descriptions. Supervisors will also be sent one copy of each of their subordinate's new position descriptions. The supervisor will indicate in the "TO" section the appropriation number and timekeeper number for each employee whose position has changed; sign and date it; obtain ceiling or funds clearance (if needed); retain a copy; and return the original to the personnel specialist.

(g) Upon receipt of the signed original, the appropriate personnel specialist will complete the "Remarks" column reflecting appropriate terminology, authority, effective date, salary rate, etc. Based on this, the Notification of Personnel Action will be prepared. Actions required, based upon the Review, must be effected within 60 days or less.

(h) For Headquarters reviews, the Union will be notified at least ten (10) workdays prior to the initiation of a classification survey of an OSMRE Headquarters organizational component. (Surveys, reviews, and audits may be initiated before expiration of the notice period upon mutual agreement of the Union and the Agency.) Audit findings will be discussed with the incumbent of the respective positions.

(a) Vacancy Review. During the course of each review every vacancy will be reviewed to determine if the work can be eliminated, redistributed to other positions or restructured to a lower grade, prior to initiating recruitment action, without significantly affecting accomplishment of mission objectives. This vacancy-by-vacancy review is a part of the Office's overall Position and Pay Management Review Program and the Agency's Grade Bulge Reduction Implementation Plan. The Review will be accomplished jointly by the appropriate Personnel Management Specialist and the supervisor of the immediate unit in which the vacancy is located.

(b) Accretion. Any position proposed for upgrading because of a gradual accretion of duties will be audited by a member of the Headquarter Personnel Services, or the appropriate Administrative Service Center Personnel Management Specialist, prior to effecting any promotion, where appropriate.

4. Reporting Requirements. A brief written report with action required will be provided to the appropriate Assistant Director. A copy of this report will be sent to the Assistant Director, Budget and Administration. Significant findings will be specifically brought to the attention of the Deputy Director, Administration and Finance. This report is in addition to the issuance of the Position Review List and Action Request, which will be forwarded to the appropriate supervisor/manager.

5. References. Federal Personnel Manual - OPM, Chapters 312, and 511; Department of the Interior, Departmental Manual, Part 370 DM 312 and 511.

6. Effect on Other Documents. This Directive supercedes OSMRE Directive PER-7, dated 12/28/79 and Change Notices issued 9/10/82 and 5/7/84.

7. Effective Date. Upon issuance.

8. Contact. Branch of Policy and Evaluation, Division of Personnel (202) 343-4656.

Attachments

POSITION REVIEW LIST AND ACTION REQUEST	ORGANIZATION	DATE	PAGE OF

FROM INCUMBENT, CLASS TITLE, PAY PLAN, OCCUPATIONAL SERIES, GRADE AND POSITION NUMBER	TO CLASS TITLE, PAY PLAN, OCCUPATIONAL SERIES, GRADE AND POSITION NUMBER	PERSONNEL OFFICE USE REMARKS

SIGNATURE (Immediate Supervisor) I CONCUR IN ALL ACTIONS PROPOSED HEREIN EXCEPT AS INDICATED UNDER "REMARKS"	TITLE	DATE	CEILING AND FISCAL CLEARANCE (If needed)
SIGNATURE (Approved By)	TITLE	DATE	

ATTACHMENT 1

PERSONNEL ACTION COPY

REVIEW CERTIFICATION WORKSHEET	ORGANIZATION	DATE	PAGE OF

PRESENT INCUMBENT, CLASS TITLE, PAY PLAN, OCCUPATIONAL SERIES, GRADE AND POSITION NUMBER	SUPERVISOR'S ACTION						P.O.		REMARKS
	POSITION NEEDED		DESCRIPTION ACCURATE		DISCUSSED WITH EMPLOYEE		POSITION AUDITED		
	YES	NO	YES	NO	YES	NO	YES	NO	

SIGNATURE (Immediate Supervisor)	TITLE	DATE

ATTACHMENT 2