

# 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, Chg. 1, POSITION CLASSIFICATION**

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

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

No (all contractors)

Yes If yes, whom?  LMES  LMER  ORAU  SURA  
 Bechtel Jacobs Company

Other contractors (list by type)

*Many ORO contractors have approved S/RIDs or 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 impact?

No  Yes If yes, describe: This ORO Chapter is part of the ORO sunset review process. Changes to this Chapter include editorial revisions to (1) correlate the Chapter to the correct DOE Order (DOE 325.1), (2) reflect the current organizational title of the ORO Human Resources Division, and (3) update the ORO Directives referenced in paragraph 6. Editorial revisions were made in subparagraph 5a(1) to enhance clarity and in subparagraph 5b(2), 5c(1) and 5c(2)(c) to reflect the current policies in those areas.

5. **CONTACT POINT:** Philip S. 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 O 320, Chapter IX	09/30/1996	ORO O Control Form	03/02/1999
Pages IX-1 through IX-7		ORO O 320, Chapter IX, Chg. 1, Pages IX-1 through IX-7	03/02/1999

*ORO Orders are available on the ORO Directives Management Home Page  
[[http://www.ornl.gov/doe\\_oro\\_dmg/orchklst.htm](http://www.ornl.gov/doe_oro_dmg/orchklst.htm)] within 5-10 working days after receipt of this Control Form.  
The ORO Orders 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*

Jennifer H. Cusick, AD-440  
Signature Management Analyst, AD-440

03/02/1999  
Date

**INSTRUCTIONS TO ADDRESSEES: THIS FORM IS TO BE FILED WITH THE DIRECTIVE AND RETAINED**  
Rev. 08/04/1998

# U.S. Department of Energy

Oak Ridge Operations

ORO O 320 Chapter IX Change 1
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**DATE: 03/02/1999**

## **SUBJECT: POSITION CLASSIFICATION**

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1. PURPOSE. This Chapter correlates to DOE O 325.1 (formerly DOE 3511.1A), POSITION CLASSIFICATION, dated November 4, 1996, by assigning responsibility and accountability and providing 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 ORO O 320, Chapter IX, POSITION CLASSIFICATION, dated September 30, 1996.
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, 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 Assistant Manager for Resource Management, 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 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.

h. Director, Human Resources 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 non-exempt 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 staffing 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 staffing budget requests. When staffing allocations are received or modified, the 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 Assistant Manager for Resource Management 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, Office of Science, DOE Headquarters (DOE-HQ).
  - (a) The OSTI Assistant Manager for Resource Management will conduct and coordinate fact-finding for OSTI reviews.
  - (b) The PMAB will provide technical advice and assistance to the review effort, as requested.
  - (c) The OSTI Senior Staff will 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 Human Resources 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 bottom half of the same page. For information on how to complete an SF-52, refer to ORO O 320, Chapter II, PROCESSING PERSONNEL ACTIONS.
- (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 for Preparing Position Descriptions.
  - (b) For supervisory General Schedule positions, the format contained in the Guide for Preparing Position Descriptions will be used.
  - (c) For Federal Wage System positions, supervisors should consult with the PMAB.

- d. Classification Appeals. All requests for appeals of position classification decisions will be addressed to the Human Resources 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 ACTIONS, dated September 30, 1996, and any subsequent revisions, which specifies responsibilities for classifying GS and FWS positions within DOE.
- b. ORO O 330, Chapter I, PERFORMANCE APPRAISAL SYSTEM, to be published.
- c. Guide for 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