

DIRECTIVES CONTROL FORM - ORO 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 2, 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. BWXT Y-12 ORAU UT-Battelle SURA

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) update responsibilities to 4a(1)-(3), 4f(10) and (11), and 5c(1)(a) and (b); (2) delete 4a(b), 4a(d), 4c(3)(a) and (b), 4g(4), 5a(2), 5b(2)(a)-(c), 5c(1), 5c(2)(c), and 6b; (3) enhance clarity to paragraphs 3, 4c(3), and 4f(5); and (4) update Attachment 1.

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	03/02/1999	ORO Control Form	09/18/2002
ORO O 320, Chapter IX, Chg. 1, Pages IX-1 thru IX-7	03/02/1999	ORO O 320, Chapter IX, Chg. 2, Pages IX-1 thru IX-6	09/18/2002

ORO Directives are available on the ORO Directives Management Home Page at http://www.ornl.gov/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 09/18/2002
Signature: DMG Team Leader, AD-440 Date

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

Rev. 01/30/2002

U.S. Department of Energy

Oak Ridge Operations

ORDER

ORO O 320
Chapter IX
Change 2

DATE: 09/18/2002

SUBJECT: POSITION CLASSIFICATION

1. PURPOSE. This chapter correlates to DOE O 325.1, POSITION CLASSIFICATION, dated November 4, 1996, by assigning responsibility and accountability and providing administrative guidance to Oak Ridge Operations (ORO) and Office of Scientific and Technical Information (OSTI). Nothing in this issuance changes any requirements contained in any Department of Energy (DOE) directive.
2. CANCELLATION. This chapter cancels and replaces ORO O 320, Chapter IX, Change 1, POSITION CLASSIFICATION, dated March 2, 1999.
3. APPLICABILITY. The provisions of this chapter apply to all ORO and OSTI employees.
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.
 - 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 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 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 Manager 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.
- f. 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 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:
 - (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.
 - (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 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 in organization change proposals, as requested.

- c. Position Descriptions.

(1) Requesting position actions.

- (a) Encumbered positions. First level supervisors submit an electronic Standard Form 52 through Corporate Human Resources Information System (CHRIS) Workflow and follow up with four copies of the signed position description prepared on ORO F 325.1 to the Human Resources Division (HRD) whenever a position action is requested.
- (b) Unencumbered (vacant) positions. First level supervisors submit a hard copy Standard Form 52 through CHRIS Workflow and four copies of the signed position description prepared on ORO F 325.1 to the HRD whenever a position action is requested.

(2) Position description formats.

- (a) For nonsupervisory General Schedule positions: The Factor Evaluation System (FES) format will be used for all position descriptions. These will be prepared in accordance with the outline in the “Guide for Preparing Position Descriptions.”
- (b) Supervisory positions: The format contained in the “Guide for Preparing Position Descriptions” 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 Headquarters or directly to the OPM.

6. REFERENCES.

- a. ORO O 320, Chapter II, Change 2, PROCESSING PERSONNEL ACTIONS, dated October 12, 2001.
- b. 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

PART I: TO BE COMPLETED BY THE SUPERVISOR			
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 is 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) Designation	
<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	
<p>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.</p>			
Signature and Title of Immediate Supervisor:			Date
PART 2: TO BE COMPLETED BY THE HUMAN RESOURCES OFFICE			
Classification Title:		Pay Plan	Series
		Grade	
CHRIS Position Number:		CHRIS Job Code:	
<p>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.</p>			
Signature and Title of Official Exercising Classification Authority:			Date:

Begin Typing Position Description Here