



United States Department of the Interior

BUREAU OF INDIAN AFFAIRS

Office of Indian Education Programs

PERSONNEL OFFICE

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IN REPLY REFER TO:

Human Resources Management

JUL 20 2000

OIEP HUMAN RESOURCES BULLETIN: 00-02 (511)

To: Director, Office of Indian Education Programs
Deputy Director, Office of Indian Education Programs
Special Assistant to the Director
Education Line Officers
President, Haskell Indian Nations University
President, Southwestern Indian Polytechnic Institute

Subject: Accuracy of Position Descriptions (PD)

This Human Resources bulletin establishes Office Indian Education Programs (OIEP) policy on accuracy of position descriptions. It applies to all positions under General Schedule and Federal Wage System. Managers, line officers, and supervisors are expected to execute sound position management responsibly and within the intent of Federal Personnel laws and regulations.


The PD should include a concise description of the major duties, appropriate factor level descriptions, the percentage of work time spent on each major duty in cases of mixed work (normally at least 25%), and the nature and extent of responsibility for carrying out the work. The major duties represent the primary reason for the position's existence, govern the qualification requirements, and justify the classification of position in terms of the title, pay plan, series and grade. The PDs established by managers, line officers, and supervisors must accurately describe the work assigned and include sufficient information to support the classification of the position. Position classification decisions applies to the duties and responsibilities of a position, not the person assigned to the position.

Assigning work not described in the PD is permitted on a temporary basis to meet short-term mission requirements. If the temporary duties require a different knowledge or skill, and/or comprise a substantial amount of the employees' work time (approximately 25 percent), then the rules for details should be applied (e.g., within 30 days, a formal request in the form of SF 52 should be initiated with a statement of duties). If the duties continue, then the PD must be revised and reclassified within a reasonable time (120 days).

A major change in the position occurs when major duties in the PD are no longer assigned or new assignments are made that (1) change the nature of supervision exercised over the work; (2) change the knowledges, skills and abilities required to perform the work; or (3) delete a major duty. If any of the conditions in (1), (2) or (3) occur and the PD is not revised timely, then the employee is misassigned and prompt corrective action is required. Managers, line officers, and supervisors must ensure that PDs accurately describe the duties assigned and that their subordinate employees are performing the major duties in their PD. Adding more of the same kinds of work or increasing the volume of work, will not impact the grade.

In keeping with the long personnel practice of the Bureau of Indian Affairs, it is the policy of OIEP that PDs should not be over 5 years old. The date of official classification/certification of PD, which typically is reflected in block 21 of Optional Form 8, Position Description, will serve as the base date. This requirement is also applicable to PDs for Status Quo positions, except, they will be processed only as "update of OF-8". This means that there are no significant changes in the actual duties of the position to justify a different classification, but the OF-8 is just being updated to comply with age of PD requirement. If there are significant changes in PDs for Status Quo positions they will be subject to P.L. 95-561 provisions.

Please feel free to contact me if you have any questions or concerns regarding this policy at (505) 346-6809, or Doris Willie, Classification Officer at (505) 346-6590. With our positive partnership, I know we can work together to improve human resource practices in OIEP.


Joann F. Deere
Personnel Officer

REFERENCES: Regulations – 5 CFR Part 511 and 532