

HR Classification

Technical Competency Model

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DEPARTMENT OF DEFENSE
DCPAS
Defense Civilian Personnel Advisory Service

THIS TECHNICAL COMPETENCY MODEL HAS BEEN VALIDATED AND APPROVED FOR INTEGRATION INTO THE HUMAN RESOURCES LIFECYCLE. THIS COMPETENCY MODEL SHOULD NOT BE USED FOR PERFORMANCE MANAGEMENT.

Comp ID	Competency Title	Competency Description
1.0	Position Classification	Determine the correct title, series, pay plan, and grade/pay band of a position, develop and/or ensure the accuracy of position descriptions in accordance with rules and regulations.
Task Statements		1.A Ensure position descriptions meet OPM (Office of Personnel Management) standards of adequacy.
		1.B Create, edit, and/or maintain position descriptions.
		1.C Determine classes of positions in terms of duties, responsibilities, and knowledge, skills, and abilities.
		1.D Determine the proper pay system.
		1.E Determine accuracy of established position descriptions.
		1.F Determine the correct classification by research and comparison of existing standards and other related classification resources.
		1.G Develop an evaluation statement to articulate rationale behind proper series/title/grade selection, when required.
		1.H File or retrieve, manually or electronically, position descriptions, position sensitivity documents, evaluation statements, and/or other office documents related to position classification actions.
		1.I Perform classification desk audits to gather facts for job descriptions, re evaluate current positions, or to respond to formal requests from management and/or employees.
		1.J Process classification appeal actions or handle employee or manager's inquiries or complaints regarding the rationale for the classification of a position.
		1.K Provide technical input, as appropriate, in resolving potential and actual conflicts with classification principles and practices, making fine line distinctions in crediting factor levels of positions.
		1.L Use a variety of automated HR systems and standard automated software to input, update, and maintain position classification and position management data, and to generate various reports.
		1.M Appropriately determine Fair Labor Standards Act (FLSA) exemption status for each position.

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		1.N Write memorandum on findings of classification reviews, explaining classification issues or policies.
		1.O Coordinate with management and ensure that new classification standards are applied within established timelines.
		1.P Train supervisors and leads on classification principles and policies.
		1.Q Performs in-depth research to provide sound classification decisions or recommendations.
2.0	Position Management	Advise management and supervisors about position management principles and policies, job restructuring, and organizational design.
	Task Statements	2.A Advise management about position management processes and guidelines.
		2.B Train supervisors and leads on position management principles and policies.
		2.C Develop alternative job restructuring and organizational design recommendations to assist managers in planning for such developments as program modifications, reorganizations, realignments, reductions-in-force, or out-sourcing while avoiding supervisory layering, duplication of effort, and dilution of duties.
		2.D Plan, organize, coordinate, and review program activities to advise and guide managers and other HR specialists on the most efficient and effective position structures.
		2.E Provide advice on regulatory compliance, systemic issues, or inconsistencies that may result from proposed agency-impacting position classification decisions.
		2.F Provide advisory services concerning position management flexibilities and organizational structures as they relate to classification of positions.
		2.G Performs in-depth research to provide sound position management decisions or recommendations.
3.0		Classification Policy and Standards

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Task Statements		3.A Coordinate on OPM draft standards by providing feedback and recommendations for revision.
		3.B Coordinate precedent setting classification actions with classification program managers, senior specialists, or agency headquarters.
		3.C Evaluate impact of proposed/new classification standards.
		3.D Plan and perform comprehensive studies to identify and examine short and long-range position management and classification needs.
		3.E Apply and validate compliance of classification standards to established position descriptions.
		3.F Maintain classification guidelines, policies, and delegations, as appropriate.
		3.H Validate compliance of classification programs with established classification policies and procedures.
		3.I Develop and/or recommend policies for management on significant HR issues and concerns in the area of position management and classification.
		3.J Participate in the evaluation of current policies and practices and ensure consistency in their application.
		3.K Research and apply new or modified position classification changes.
		3.L Collect and analyze data used to develop policies for management on significant HR issues and concerns and validate for continued program effectiveness.