

DEPARTMENT OF THE ARMY
Corps of Engineers, Northwestern Division
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CENWD-NP-HR
Regulation
No. 690-1-3

15 March 1999

Civilian Personnel
MANAGEMENT PLAN
FOR
DELEGATION OF POSITION CLASSIFICATION AUTHORITY

History. This issue is a new Northwestern Division regulation.

Summary. Delegation of position classification authority enhances the personnel management authority and accountability of managers and supervisors by providing them maximum control over the grade levels and position structures of their organizations, consistent with controlling classification policies and procedures.

1. PURPOSE. Establish policy and procedures for implementing and exercising classification authority delegated to specific Headquarters Northwestern Division managers and supervisors.
2. APPLICABILITY. This regulation is applicable to the Headquarters Northwestern Division (Missouri River Region Headquarters and North Pacific Region Headquarters), Omaha District Civilian Personnel Advisory Center (CPAC) and Portland District Human Resource Office (HR).
3. References.
 - a. Classification Under the General Schedule, 5 CFR 511.
 - b. Assistant Secretary of the Army (Manpower and Reserve Affairs), Civilian Personnel Policy, Delegation of Position Classification Authority, dated November 17, 1997.
 - c. Prevailing Rate Systems, 5 CFR 532.
 - d. Reduction in Force, Competitive Level, 5 CFR 351.403.
 - e. U.S. Office of Personnel Management, Introduction to the Position Classification Standards.

f. Department of Defense Civilian Personnel Manual, Chapter 5, Classification and Human Resources Cost Management Program.

g. AR 690-300, Ch. 312, Position Management.

h. AR 690-500, Ch 511, Classification Under the General Schedule.

i. ER 690-1-500, Position Management and Classification, Appendix C.

j. U.S.C. Chapter 71.

4. DELEGATIONS AND PROGRAM REQUIREMENTS. In accordance with controlling HQDA regulations, authority for the conduct of civilian personnel matters, including position management and classification, has been delegated to Major Subordinate Commanders, Field Activity Directors, and Division Commanders who may redelegate the authority to managers and supervisors under their direct supervision who have:

a. Supervisory authority over positions classified under the General Schedule and/or the Federal Wage System; and have

b. Satisfactorily completed formal classroom training in position classification and position management comparable to the HQDA program of Basic Position Classification. As a minimum, this training will include:

- characteristics of the work of positions which impact its classification;
- the basic structure of the General Schedule and Federal Wage systems;
- occupational groups and series;
- classification standards and guides;
- writing position descriptions;
- position analysis and evaluation;
- writing evaluation statements;
- classifying and evaluating supervisory and leader positions;
- use of available tools such as COREDOC, PD Library, PERMISS, CPOL, etc.

c. Delegation authority must be initiated by the NWD Commander in writing and down through the chain-of-command to the individual supervisor. (See Appendix A for delegation memorandum). The servicing personnel office (Omaha District CPAC and Portland District HR) will be responsible for maintaining a current file of the delegation authority memorandums.

d. Delegation will include authority to determine the proper pay category, series, title, and grade level of subordinate positions under the organizational control of the manager or supervisor.

e. Managers and supervisors delegated classification authority may not classify their own positions or those of subordinate positions, which would result in an upgrade of the manager or supervisor's position. The Commander or Deputy Commander must approve these.

f. The content and evaluation of all new jobs at the GS-14 grade level and above must be finalized by the supervisor having delegated authority, approved by the Commander or Deputy Commander and coordinated with the Resource Management Board (RMB) for high grade prioritization and funding before final classification action is taken. The content and evaluation of all existing jobs at the GS-14 grade level and above must also be reviewed by the supervisor and approved by the Commander or Deputy Commander prior to refilling the job.

g. The Commander retains the discretion to subsequently withdraw delegations and redelegate to higher levels than previously delegated, consistent with changing mission requirements, availability of funds, and demonstrated ability to responsibly exercise a delegation.

h. Classification authority will be delegated to an individual, not a position. Delegation is terminated if the manager or supervisor changes jobs or moves to another location.

i. Authority cannot be delegated to an individual on a temporary assignment or detail.

j. Should the Commander choose not to redelegate position classification authority to subordinate managers or supervisors, the authority to classify civilian positions will be redelegated to the servicing Human Resources Office (HRO) or the Civilian Personnel Operations Center (CPOC) after Civilian Personnel Regionalization, if it is not retained by the Commander.

k. When an internal or external review reveals serious deficiencies in position classification, all or any part of the authority may be withdrawn. Withdrawal of classification authority will be documented in writing and the servicing HRO or CPOC advised of a change in the authority. The authority to classify civilian positions will then be retained by the Division Commander or redelegated to the HRO or CPOC.

l. The level of authority delegated to managers or supervisors cannot exceed the level delegated to the Division Commander.

5. EXCLUSIONS.

a. Managers and supervisors who fail to meet criteria a and b in paragraph 4 above may not be delegated classification authority.

b. Civilian Personnel Officer Positions: HQUSACE retains authority to classify these positions.

c. SES (senior executive service) positions.

6. ACCOUNTABILITY.

a. Delegation and exercise of classification authority will be consistent with all statutes, executive orders, classification standards, regulations, policies, precedent decisions and procedures imposed by the Office of Management and Budget (OMB), the Office of Personnel Management (OPM), the Office of the Secretary of Defense (OSD), the Department of the Army, and Headquarters, U.S. Army Corps of Engineers (HQUSACE). The Federal classification system will govern the process by which positions are classified. The Division Commander may not overrule prior classification decisions by OPM, DOD, HQDA, and HQUSACE on substantially identical, similar, or related positions. These decisions are binding. Managers and supervisors are expected to execute authorities responsibly and within the spirit and intent of controlling laws and regulations and classification standards.

b. Managers and supervisors delegated classification and/or work assignment authority are entrusted with protection of merit principles, which include equal pay for work of substantially equal value. Managers and supervisors should strive for 100% classification and job description accuracy. Failure to achieve at least 90% in either classification or job description accuracy is unacceptable and requires corrective action.

c. Performance objectives of civilian and military managers and supervisors will reflect the accountability, which is inherent in the delegation of classification authority. For civilian managers and supervisors, classification authority will be included in the performance standards and elements. For military managers and supervisors, classification authority will be included in the duty description in the Officer Evaluation Report (OER) and related support forms. All such updates will be accomplished concurrently with the issuance of delegation memos. In rendering performance appraisals and OERs, raters will give full consideration to the performance of managers and supervisors in exercising classification authority.

d. Directors, Division and Office Chiefs to whom position classification authority is delegated will establish procedures for assessing program trends and maintaining awareness of special situations associated with classification recommendations presented by subordinate managers and supervisors. Appendix B will be used as a guide for this purpose. The data will be collected at the end of each quarter and submitted electronically to the servicing personnel office not later than the 30th of the month following the end of the quarter, who in turn will consolidate data and forward electronically to CENWD-NP-HR for submission to the Division Commander. CENWD-NP-HR will be the official office of record for this information. Particular attention will be given to cases, which may:

- (1) be precedent setting in nature;
- (2) result in inconsistent grading when compared to substantially identical positions in the organization; or
- (3) disrupt sound alignment of grades.

e. Failure to conform with legal and regulatory requirements and appropriate classification standards may result in withdrawal of position classification authority until such time as training and/or other corrective measures assure there will be adequate compliance.

f. Personnel specialists and other management advisors will be responsible for providing accurate advice and assistance to the Commander, Directors and Division and Office Chiefs.

7. EQUAL EMPLOYMENT OPPORTUNITY. Position classification authority will be exercised in accordance with Equal Employment Opportunity (EEO) policies and procedures established by HQDA, HQUSACE, and the Northwestern Division.

8. RESPONSIBILITIES.

a. Division Commander: The Northwestern Division Commander will:

(1) Provide resources to evaluate the program periodically to assure adherence to policies and, if necessary, direct correction of program deficiencies.

(2) Delegate and exercise position classification authority in accordance with the guidelines contained in this document.

(3) Assure adequate procedures are in place to secure accountability.

(4) Assure that classification authority is delegated only to those managers who have received required training.

(5) Assure that obligations to recognized labor organizations, as required by 5 USC Chapter 71 are fully met.

(6) Assure that EEO policies and procedures continue to be met.

(7) Monitor and track the results of the delegation of classification authority by reviewing baseline program data at least quarterly.

(8) Take action to correct adverse trends in baseline program data, job description and classification accuracy and/or actions, which result in inconsistent grading of substantially identical positions.

b. Portland District Human Resources Office and the Omaha District Civilian Personnel Advisory Center (CPAC) will:

(1) Provide ongoing advice and guidance to the Commander and Division managers and supervisors consistent with OPM, DOD, HQDA, and HQUSACE requirements, regarding

execution of the position management and classification program, general procedures and requirements of classification such as job description format, standards of adequacy, modifying job descriptions, types of classification standards, using the FASCLASS/PD library and COREDOC, reorganization planning, position management plans, classification appeal procedures, etc.

(2) Coordinate training and orientation for the Commander and Division managers and supervisors on position classification and position management.

(3) Maintain the official delegation of classification authority files and list of managers and supervisors with delegated authority.

(4) Provide advice and assistance on modifying supervisory performance standards/Officer Evaluation Report duty descriptions and performance objectives to reflect accountability for position classification authorities.

(5) Recommend eligibility for hazard pay differential, environmental differential, and other premium pay.

(6) Provide advice and assistance with labor-management relations matters arising from personnel actions associated with delegated classification authority.

(7) Serve as the interface and liaison between the CPOC and Division managers and supervisors concerning position management and position classification issues.

(8) Monitor, evaluate, and report on the Northwestern Division's exercise of delegated classification authority to the Division Commander on a regular basis (See Appendix B for a sample report format.)

c. Civilian Personnel Operations Center (CPOC) or the HRO prior to regionalization will:

(1) Provide periodic feedback to the Commander on trends in position classification. Feedback will include recommendations for corrective action, if required.

(2) Exercise delegated authority to edit and draft job descriptions when the Commander elects not to delegate classification authority to any other manager or supervisor in the Division, or if his or her authority has been withdrawn. This includes classification related to conducting studies for position management and consistency reviews, application of new standards and guides, and the restructure of organizations and positions.

(3) Provide technical advice and assistance to managers and supervisors when classification decisions warrant reconsideration. Disagreements on the content of proposed position descriptions and/or the classification determination will be resolved within the management chain.

(4) Provide advisory determinations, which will give the pay plan, title, series and grade for a position in situations where further consideration by the Commander or the manager is needed. Where the manager or supervisor does not accept the advisory classification determination, he or she will classify the position, and attach an in-depth evaluation statement supporting the classification decision.

(5) Make final determinations of Fair Labor Standards Act (FLSA) designation, assign competitive levels and maintain registers, and accomplish other administrative tasks associated with the processing of classification actions.

(6) Provide advice on the interpretation and application of classification standards and guides.

d. Managers and Supervisors will:

(1) Exercise delegated classification authority in accordance with OPM position classification standards, pertinent OPM and DOD appeal and/or precedent decisions, regulations, policy guidance and statutory requirements.

(2) Consider classification advice provided by the HRO/CPOC and, if not accepted, prepare an in-depth position evaluation statement to support a management decision different from the HRO/CPOC.

(3) Assure that organizations and positions are structured consistent with the program objectives described in this document.

(4) Review all job descriptions annually in conjunction with annual employee appraisal cycles, for the purpose of certifying that job descriptions remain current and accurate. Notify the CPAC/CPOC of any changes in major duties, missions, etc.

(5) Fulfill responsibilities to recognized labor organizations and appropriate negotiated agreements.

(6) Apply new position classification standards to positions over which they exercise delegated authority within 180 days of receipt.

(7) Accurately describe job descriptions and ensure that sufficient information is contained in the job descriptions which meets OPM/DA standards of adequacy and allows for accurate classification.

9. PROCEDURES.

a. In the interim, until the Fully Automated System-Classification (FASCLASS) is fully installed and implemented, managers and supervisors will submit both an original and an electronic copy of all job descriptions submitted to the HRO/CPAC/CPOC for classification action. The Department of Army coversheet, DA Form 374 (dated 1 Jun 76), must accompany the original job description with items 2, 3, 4, 5, 6, 7, 8, 11, 12a and 12b completed. The manager and/or supervisor with delegated classification authority will sign and date items 11 and 12b. The electronic copy of the job description will be attached to the appropriate PERSACTION request. After the classification action has been finalized at the HRO/CPOC, copies of the job description will be provided to the manager/supervisor and the HRO/CPAC for record keeping. The original will be maintained by the HRO/CPOC.

b. When FASCLASS is fully installed and implemented, the requirement for an original hard copy DA-374 will be rescinded and all job descriptions must be electronically forwarded with the PERSACTION for classification of the job.

c. Managers and supervisors will make full use of modernization tools such as the FASCLASS/PD Library and COREDOC where applicable. If these tools are not applied, classification advice of the HRO/CPOC must be fully considered and supplementary analysis must be prepared to document the management decision.

d. The CPAC will provide advice and assistance on the appropriate job description format as well as other classification and position management issues prior to forwarding the action to the CPOC for action.

10. PROGRAM EVALUATION.

a. The Division Commander will periodically assess trends and progress in meeting goals and objectives of the position management and classification program with the assistance of the HRO/CPAC/CPOC using the criteria in Appendix B as a guide.

b. Classification authority may be withdrawn if serious program deficiencies are found and remain uncorrected. If classification authority is withdrawn, a corrective plan of action must be developed, all deficiencies corrected and re-training of the managers or supervisor(s) completed before classification authority will be restored.

11. DISAGREEMENTS. The Director/Office Chief with delegated classification authority will resolve disagreements on the content of proposed job descriptions. The Division Commander retains final decision-making authority for classification actions, which cannot be resolved between the HRO/CPOC and the manager. The Deputy Division Commander is also delegated this authority. In these instances the supervisor will prepare a written evaluation statement supporting his/her determination, attach the HRO/CPOC advisory evaluation statement, and submit it to the Commander/Deputy Commander for decision.

12. APPEALS. A General Schedule employee may appeal the classification decision of his/her position directly to DOD-CPMS and/or OPM. However, if he/she appeals to OPM first, they lose their right to appeal to DOD-CPMS. A Federal Wage System employee can also appeal to DOD-CPMS and OPM, but must appeal to DOD-CPMS first. However, employees must discuss the content of job descriptions with the immediate manager or supervisor prior to filing an appeal. The manager may also request HRO/CPOC assistance in explaining classification decisions. Where the manager or supervisor has not accepted a HRO/CPOC advisory opinion, the manager will be responsible for developing all documentation to support his/her determination, with advice and assistance from the HRO/CPOC. In all other cases, documentation will be accomplished by the HRO/CPOC in consultation with the manager.

FOR THE COMMANDER:



CLIFTON P. JACKSON, JR.
Executive Assistant

2 Appendices

App A – Sample Delegation
Memorandum

App B - Sample Report Format for Monitoring
Delegated Authority

DISTRIBUTION:

NWD Intranet: <http://www.nwp.usace.army.mil/im/r.coe/regs/welcome.htm>

CENWD-MR – Directors and Office Chiefs

CENWD-NP – Directors and Office Chiefs

CENWO-HR

CENWP-HR

Appendix A

Delegation Memorandum

OFFICE SYMBOL (MARKS #)

DATE

MEMORANDUM FOR (Division or Office Chief, etc.)

SUBJECT: Delegation of Position Classification Authority

1. Consistent with the provisions of ER 690-1-500, Position Management and Classification, you are hereby delegated authority to classify civilian positions under your supervisory control to the appropriate pay plan, title, series, and grade. This delegation carries with it, the responsibility to assure that all such classification determinations made by you are in accordance with Title 5, U.S. Code, governing Office of Personnel Management (OPM) position classification standards, Department of the Army (DA) and HQUSACE classification guidance, and OPM, DA or higher echelon decisions resulting from appeals and advisories. This authority does not extend to your own position. In addition, the Commander or Deputy Commander must approve classification of subordinate positions that would result in an increase to your own grade. Moreover, all GS-14 and above positions will be coordinated with the Resource Management Board (RMB) and the Commander or Deputy Commander before final classification action is taken.
2. In exercising your authority, you are accountable for job description and classification accuracy in accordance with OPM, DOD, HQDA, and HQUSACE guidelines.
3. Your performance evaluation will reflect your responsibility for executing position classification authority.
4. This delegation of authorities is effective _____. It will be terminated if you leave your position, if you fail to execute this authority properly, or as required by the annual funding situation, or other extenuating circumstances.

Robert H. Griffin
Brigadier General, USA
Commanding

Appendix B

DELEGATION OF CLASSIFICATION AUTHORITY

BASELINE PROGRAM DATA

The following data will be collected and monitored quarterly for feedback to your servicing personnel office (NWD-MR will submit data to Omaha District CPAC and NWD-NP will submit data to Portland District HRO). This data will be consolidated and forwarded to NWD-NP-HR for submission to the Division Commander. This data will be collected for each major organization, and for the Division as a whole.

	BASELINE	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
No. of Supv. Delegated auth	_____	_____	_____	_____	_____
No. Supv Trained	_____	_____	_____	_____	_____
No. of high grade positions	_____	_____	_____	_____	_____
No. of nonsupvy GS-14 positions	_____	_____	_____	_____	_____
No. of Supvy positions	_____	_____	_____	_____	_____
No. of nonsupvy positions	_____	_____	_____	_____	_____
No. of team leader positions	_____	_____	_____	_____	_____
Maximum Layers of Mgmt control	_____	_____	_____	_____	_____
Average Grade	_____	_____	_____	_____	_____
# of upgrades	_____	_____	_____	_____	_____
# of downgrades	_____	_____	_____	_____	_____
# of appeals	_____	_____	_____	_____	_____
# of Cdr decisions	_____	_____	_____	_____	_____

REMARKS: