

UNITED STATES DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE
WASHINGTON, DC

FSQS DIRECTIVE	4500.1	10/5/78
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CLASSIFICATION OF POSITIONS

I. PURPOSE

This Directive:

- A. Gives the position classification policy of the Food Safety and Quality Service (FSQS).
- B. States responsibilities, and
- C. Provides general information and formats for the development and amendment of position descriptions.

II. CANCELLATION

Discontinue for FSQS use: APHIS Directive 430.2 and AMS Instruction 310-1.

III. POLICY

FSQS policy is to provide a classification program which:

- A. Supports program managers in meeting their goals and objectives, and
- B. Complies with all applicable laws, policies, rules, and regulations.

IV. GENERAL

Title 5, U.S. Code, is the principal legal authority which provides a plan for the classification of positions and for rates of basic compensation. Therefore:

- A. In determining the rate of basic compensation:

1. The principle of equal pay for equal work will be followed,
and.

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OPI: PD - Classification and
Organization Branch

2. Variations in basic compensation will be in proportion to substantial differences in difficulty and responsibility.

B. Individual positions shall be grouped by occupation classes and grades as described in published standards.

V. **RESPONSIBILITIES**

A. Civil Service Commission (CSC):

1. Prepares and issues standards which control classification of positions.
2. Reviews classification actions taken by agencies.
3. Directs corrective action to insure compliance.
4. Allocates supergrade positions (GS-16 and above).

B. Department Office of Personnel:

1. Develops and approves basic Department classification policy and procedure,
and
2. Sees that Department policy and procedure are uniformly applied.

C. Personnel Division (PD):

1. Develops a classification program to meet FSQS needs,
2. Carries out specific classification responsibilities required by law and policy.
3. Consults, advises, and assists program leaders in the organization and development of positions needed for effective execution of their programs.
4. Allocates positions to proper grades and classes in conformance with:
 - a. CSC standards and regulations, and
 - b. FSQS policies and procedures.
5. Conducts audits and reviews with sufficient frequency to see that positions are accurately described and properly classified.

6. Develops classification standards for positions peculiar to FSQS.
7. Participates with the Department and CSC in the development of other standards of interest to FSQS.
8. Takes action on requests by employees and supervisors for reconsideration of classification actions and on classification appeals.
9. Develops information on the FSQS classification program for use by supervisors in:
 - a. Initiating classification action, and
 - b. Explaining classification policies.

D. FSQS Supervisory Officials. For employees under their supervision, FSQS supervisors will:

1. Organize and make work assignments.
2. See that employees are informed of their duties and responsibilities as given in the approved position description.
3. Initiate action, as needed, to keep position descriptions accurate and current.
4. Assure that employees work within bounds of position description.

VI. **POSITION DESCRIPTIONS**

A. Purpose. Position descriptions serve a variety of important functions. They:

1. Formalize management decisions concerning duties, responsibilities, and supervision which, in turn, define the classification and pay levels.
2. Assist in recruitment, placement, and promotion.
3. Provide a basis for performance evaluation, career development, and training.
4. Provide a basis for review of the organization and function.

B. Characteristics of an Adequate Description. A position description is adequate if it states the principal duties, responsibilities, and supervisory relationships of a position clearly and definitely to provide information necessary for its proper classification when:

1. Reviewed by a classification specialist, and
2. Supplemented by readily available, current organizational information.

C. Formats.

1. Traditional (nonsupervisory): The format in Attachments 1 and 2 will be used in preparing position descriptions for General Schedule and Wage Grade positions, respectively. The position description should not exceed two typed pages.

2. Supervisory: Position description for General Schedule supervisory positions covered under Parts I and II of the Supervisory Grade Evaluation Guide must be prepared using the formats in Attachments 3 and 4. Each position description must begin with an introductory paragraph, as shown.

3. Factor Evaluation System (FES): FES classification standards will be received for mandatory use and will replace the traditional standard now in use until all the traditional standards have been phased out. Position descriptions should not be written in the FES format until the applicable FES standard for the position has been received and approved for use. To be classified under the FES, a position must be described in the factor format using the questions shown in Attachment 5.

4. General Information. In supervisory positions where the grade is based on nonsupervisory duties, the job description format should be dictated by the grade-determining duties. Supervisors should consult with their SPO.

D. Amending Position Descriptions. Position descriptions may require amendment in order to effect specific changes which can be described briefly or do not have a material effect on the original intent of the position. Examples of such changes include: Changes of organization title, designation, or supervisor; minor changes in duties; and a change in series or title without a change in duties. The number of amendments per position description should be limited to three.

The following procedures are to be used in amending position descriptions:

1. The SPO (POB or WSPO) will review changes cited by supervisory officials and consider such changes under the same procedures as those used in classifying the position originally.

2. The SPO may also initiate changes such as title amendments, new series codes, new organizational codes, etc.

3. A new cover sheet, Form AD-332, will then be prepared to amend the original Form AD-332 attached to the position. The amending Form AD-332 will bear the notation "Amendment 1, 2, or 3° in Item 3 following the position number.

4. The basic nature of the amendment will be described in Item 30, on the reverse side of the Form AD-332, or on an attachment to the position description.

5. The original of the amending Form AD-332 will be stapled on top of the basic cover sheet as an integral part of the original position description. Other copies will be distributed in the normal manner.

6. Individual personnel actions or mass changes will be processed to reflect changes in a position's title, series, or grade or changes in the organizational structure to which a position is assigned. The number of amendments for any position should not be viewed as a substitute for a complete redescription as necessitated by extensive changes in assigned duties and responsibilities.

E. Collateral Duties. Collateral duties such as those assigned to EEO Coordinators, Federal Women's Program Coordinators, Spanish Speaking Program Coordinators, etc., are associated more with a particular employee than with a particular position. These duties are transitory in nature. Periodically, they are reassigned from one employee to another. Therefore, in order to avoid frequent rewriting or amending of position descriptions when collateral duties are reassigned to a new employee, these duties should be documented by the appropriate official addendum which can be attached or removed from the employee's position description as needed.


Deputy Administrator
Administrative Management

Attachments

- (1) Traditional Format For Preparing General Schedule Position Descriptions Other Than Executive Level Positions (GS-16/18)
- (2) Format For Preparing Position Descriptions For Wage Grade Positions Under The Federal Wage System
- (3) Format For Preparing Supervisory Position Descriptions – Part I
- (4) Format For Preparing Supervisory Position Descriptions - Part II
- (5) Format For Preparing Of General Schedule Position Descriptions Under The Factor Evaluation System

TRADITIONAL NONSUPERVISORY FORMAT FOR PREPARING GENERAL SCHEDULE POSITION DESCRIPTIONS OTHER THAN EXECUTIVE LEVEL POSITIONS (GS-16/18)

The following format will be used in preparing position descriptions for General Schedule positions. The position description should not exceed two typed pages.

I. Duties and Responsibilities:

A. Duties:

List each duty in order of its importance. Describe each briefly but in sufficient detail to give a clear understanding of the work. Estimate the percentage of time for each when appropriate.

B. Responsibility for the Work of Others:

If the Position contains supervisory responsibilities identify the organization or positions supervised, and explain the nature and extent of supervision and guidance given. If the position contains no supervisory responsibilities, the word "none" should be entered.

C. Other Considerations: (Use this section only if absolutely necessary.)

Specify any knowledges, skills, job conditions, mental demands, personal work contacts, or other considerations which affect the responsibility or difficulty of the work and which cannot be described adequately in I. A. above.

II. Supervision Received:

Give the title of the supervisor and state what supervision and help is given--before, during, and after performance of the assignment--from supervisor or others.

**FORMAT FOR PREPARING POSITION DESCRIPTIONS FOR WAGE
GRADE POSITIONS UNDER THE FEDERAL WAGE SYSTEM,**

I. NONSUPERVISORY (INCLUDING LEADER) POSITIONS

Position descriptions for all wage grade nonsupervisory (including leader) positions shall be in the following format and sequence:

- A. Duties:
- B. Skill and Knowledge:
- C. Responsibility:
- D. Physical Effort:
- E. Working Conditions:

II. SUPERVISORY POSITIONS

Position descriptions for supervisory wage grade positions shall be in the following format and sequence:

A. Duties: Include here a description of the kind and extent of work performed by the unit. Also describe the nature and extent of any nonsupervisory work performed.

B. Nature and Extent of Supervisory Responsibilities:

- 1. Number of subordinates normally supervised.
- 2. Titles, series codes, and grades of subordinates.
- 3. Supervisory responsibilities:
 - a. Planning: describe here the degree of participation in establishing long- and short-range objectives of the unit, scheduling of personnel, planning personnel and equipment needs, etc.
 - b. Work Direction: describe here responsibility for selecting workers, assigning duties, defining standards of quantity and quality, instructing subordinates, ordering and expediting materials, etc.
 - c. Administration: describe here such responsibilities as preparing formal performance appraisals, promoting management programs, scheduling and approving leave, initiating disciplinary actions, preparation of production reports, and maintenance of administrative records.

FORMAT FOR PREPARING SUPERVISORY POSITION DESCRIPTIONS - Part I

This format is to be used in developing position descriptions for positions permanently involving supervision of work properly classifiable in the one-grade interval pattern.

I. INTRODUCTION

This paragraph should give an overall view of the position including supervisory controls and other pertinent classification information not included in the individual factors and elements of the description.

II. SUPERVISION EXERCISED

A. Element 1. Work Planning and Organization - what authority does employee have:

1. To plan work schedules, and sequence of operations?
2. To plan and make changes in the organization of the work? - to develop plans and schedules for guidance of subordinate supervisors to meet program goals, objectives, priorities, etc.?

B. Element 2. Work Assignment and Review - what authority does employee have:

1. To determine how the workload should be assigned, processed and reviewed to achieve an acceptable quality.
2. To define standards for work.
3. To prepare and issue internal instructions for accomplishment of the work.
4. To establish operating guidelines on matters of organizational structure, performance standards, and reporting requirements for subordinate supervisors.

C. Element 3. Supervisory Personnel Functions - what authority does employee have:

1. To carry out established personnel functions and practices (i.e. equal employment opportunity, merit promotions, career development, etc.)
2. To keep employees informed about important aspects of the personnel management program?

3. To prepare formal action and follow-up for supervisory personnel functions?
4. To develop internal programs and procedures to insure that subordinate supervisors implement personnel programs?

D. Element 4. Full and Final Technical Responsibility, - what authority does employee have to make unreviewed decisions on most of the technical questions which arise in the normal course of the work?

III. **SCOPE AND VARIETY**

What is size, workload, and variety of functions involved in the organization (i.e. numbers of personnel, lines of work, etc.)?

IV. **SPECIAL ADDITIONAL RESPONSIBILITIES** - are there shift operations, fluctuating work force, constantly changing assignments and deadlines, physical dispersion of subordinates, special staffing situations, or other similar circumstances? If none, so state under this heading.

FORMAT FOR PREPARING SUPERVISORY POSITION DESCRIPTIONS - PART II

This format is to be used in developing position descriptions for positions primarily involving supervision of work properly classifiable in the two-grade interval pattern.

I. INTRODUCTION

This paragraph should give an overall view of the positions including supervisory controls and other pertinent classification information not included in the individual factors and elements of the description.

II. NATURE AND EXTENT OF SUPERVISORY RESPONSIBILITY

A. What are the scope and kinds of duties involved in directing subordinates (e.g. work planning and assignment, coordinating with other units, advising other officials, etc.)?

B. What personnel matters are dealt with (e.g. training, performance evaluation, interviewing and selecting for positions, etc.)?

C. What is approximate size and occupational series of work force conducting professional, administrative and technical work, etc.)?

D. Is the unit divided into sub-units?

III. MANAGERIAL ASPECTS

A. What decisions are made that affect the basic content or character of the operations directed?

B. What is the nature of program planning and evaluation?

C. What decisions are made on organizational improvements (e.g. changes in organizational structure, delegated authority, control measures, etc.)?

D. What decisions are made that impact on relationships with other groups?

E. What decisions are made that substantially affect economy of operations (e.g. operating costs, equipment expenditures)?

IV. SPECIAL ADDITIONAL ELEMENTS

A. Are there frequent and substantial changes in volume, substance, or deadlines for work?

B. Are there two or more specialized areas of work in the unit?

- C. Is there one or more position that requires substantial and recurring use of higher technical skills and supervisory skills?
- D. Are there other elements of comparable difficulty to the above?

FORMAT FOR PREPARING OF GENERAL SCHEDULE POSITION DESCRIPTIONS UNDER THE FACTOR EVALUATION SYSTEM

I. Introduction

Provide a brief overview of the position to include:

- A. What capacity the incumbent serves and his responsibility.
- B. The organizational location and its mission.

II. Duties

List major duties in order of importance and as concisely as possible.

III. Evaluation Factors

A. Knowledge Required by the Position: Nature and extent of information and facts and/or level of skill needed to apply knowledges. A list of the knowledges, skills, and abilities (KSA) factors:

B. Supervisory Controls

- 1. How the supervisor assigns work.
- 2. How the employee carries out work.
- 3. How work is reviewed.

C. Guidelines

- 1. Nature of guidelines.
- 2. Judgment needed to interpret and apply guides.

D. Complexity

- 1. Nature of assignment.
- 2. Difficulty in identifying what needs to be done.
- 3. Difficulty and originality in performing the work.

E. Scope and Effect

- 1. To whom, what, and where do the duties have an effect?
- 2. Impact of the duties on those affected.

F. Personal Contacts

Type of persons and setting of communications (except supervisor).

G. Purpose of Contacts

The reasons for the contacts in Factor 6.

H. Physical Demands

1. Nature of physical activity.

2. Frequency and intensity.

I. Work Environment

Risks, discomforts, or unpleasantness imposed by physical surroundings.