



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, DC 20240

December 2, 2020

## Memorandum

To: DOI Human Capital Officers  
DOI Human Resources Directors/Officers

From: Jennifer A. Ackerman  
Director, Office of Human Capital  
Deputy Chief Human Capital Officer

Subject: Standardized Position Descriptions for Grants Management Specialist (1109)

**Purpose:** This memorandum establishes updated Department of the Interior (DOI) standard position descriptions (SPDs) for grants management positions within the DOI. The use of the SPDs will assist efforts to strategically address human capital management issues related to classification consistency, recruitment, training, and development.

**Background:** Pursuant to Efficiency 2020 Initiatives, the Office of Human Capital (OHC), in collaboration with Bureau I-BET teams, is standardizing position descriptions for mission critical occupations. The creation of the new SPDs for grants management specialist (1109) series have been vetted with department-wide subject matter experts (SMEs) in partnership with senior OHC classification experts.

**Policy:** Effective immediately, Bureaus/Offices must replace legacy PDs with the new DOI SPDs, where applicable, and process the necessary personnel actions as soon as possible, but not later than **60** days from the date of this memorandum. See [PB 20-10](#) for additional applicable policy requirements.

The official SPDs covered by this Memorandum are:

<b>DL00000</b>	Grants Management Specialist	GS-1109-13
<b>DL00100</b>	Grants Management Specialist	GS-1109-12
<b>DL00200</b>	Grants Management Specialist	GS-1109-11
<b>DL00300</b>	Grants Management Specialist	GS-1109-9
<b>DL00400</b>	Grants Management Specialist	GS-1109-7

### Position Titles:

**Official Titles:** The U.S. Office of Personnel Management's prescribed official titles are located in Block 15b on the PD cover sheet (HC-08). This title must be entered into the Federal Personnel and Payroll System (FPPS) and be reflected on the incumbent's SF-50, Notification of Personnel Action. Variations to official titles are not authorized.

**Standardized PD Numbering System:** Bureaus *must use* the DOI standardized PD numbering system when using these SPDs for newly established positions and when replacing existing SPDs. The use of a bureau-level numbering system in lieu of a DOI SPD number is not authorized. The DOI SPD number *must be* entered into FPPS in the position number data field so it prints on the incumbent's SF-50, *Notification of Personnel Action*. A standardized PD number has been recorded in Block 1 of the HC-08. Modifications to the SPD number are not authorized.

**PD Cover Page:** The servicing Human Resources Office (HRO) will complete the PD cover page for each position.

**Electronic Library of DOI Standard PDs:** An Electronic Library of available DOI SPDs is located in the USA Staffing automated personnel system.

**Inquiries:** Any Department employee or employee representative seeking further information concerning this memorandum may contact their respective servicing HRO. Bureau Headquarters HR staff may contact Renae Lockwood in the OHC at [Renae\\_Lockwood@ios.doi.gov](mailto:Renae_Lockwood@ios.doi.gov)

Attachments