



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

June 9, 2020

Memorandum

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

From: Jennifer Ackerman JENNIFER ACKERMAN Digitally signed by JENNIFER ACKERMAN
Date: 2020.06.09 09:35:01 -0400
Director, Office of Human Capital
Deputy Chief Human Capital Officer

Subject: Standardized Position Descriptions for Program Management (0340)

In 2019, the U.S. Office of Personnel Management (OPM) in consultation with the Office of Management and Budget (OMB) and the Program Management Policy Council (PMPC) issued updated guidance for the Program Management, 0340 series, consistent with specific requirements of **Public Law 114-264, Program Management Improvement Accountability Act (PMIAA)**. As a result, the Department of the Interior's Office of Human Capital (OHC) collaborated with bureau classification and program management subject matter experts to build a consensus for the major job duties and factor levels for DOI program management work.

The result of this collaboration is the establishment of three (3) standardized position descriptions (SPDs). The attached Personnel Bulletin disseminates and provides policy guidance on implementing the newly established DOI SPDs.

Also in 2019, each Bureau/Office with delegated DOI classification authority was instructed to conduct a classification consistency review and apply the updated OPM guidance to covered positions. Positions misclassified should be re-classified to the correct series; positions correctly classified to the 340 series will be reassigned to these new DOI SPDs.

Questions concerning these SPDs should be directed to the respective Bureau/equivalent human Resources Office. Bureau headquarters staff can contact Renae Lockwood at renae_lockwood@ios.doi.gov

Attachments



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June 9, 2020

PERSONNEL BULLETIN NO: 20-05

SUBJECT: Standardized Position Descriptions for Program Management (0340)

Purpose. This personnel bulletin establishes Department of the Interior (DOI) standard position descriptions (SPDs) for Program Management work performed across DOI.

Background. The Office of Human Capital (OHC) collaborated with bureau classification and program management subject matter experts to develop and build a consensus for the major job duties and factor levels for DOI program management work. These SPDs were vetted SMEs within the Department and the Bureaus.

Policy. 1. Effective immediately, Bureaus/Offices will implement the use of these new DOI SPDs for new appointments. Additionally, Bureaus must replace existing PDs with the new DOI standardized PDs, and process the necessary reassignment actions as soon as possible, but no later than **60 days** from the date of this Personnel Bulletin (PB). The official SPDs with SPD numbers covered by this PB are:

DOI PD Number	Title	Series/Grade
DD00100*	Program Manager	GS-0340-15
DD00200	Program Manager	GS-0340-14
DD00300	Program Manager	GS-0340-14

2. Standard PD Numbering System. In order to conform to the position number data field length in FPPS, the SPD numbers assigned are seven digits in length. Bureaus must use the above-assigned DOI PD numbers. The use of a bureau-level numbering system in lieu of a DOI SPD number is not authorized; however, ***Characters 6 and 7** of the above-assigned numbers can be used for Bureau-level numbering requirements (e.g. 00 through 99 is available for each Bureau to use, if needed).

The SPD number must be entered into FPPS, in accordance with Bureau procedures, so it prints on the incumbent's SF-50 (Notification of Personnel Action). The SPD number is recorded in Block 1 of the OF-8.

3. Official Titles. OPM's prescribed official titles are located in Block 15b on the PD cover sheet (OF-8). 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. *Organizational Titles.* In addition to the official title, bureaus/offices have the option to assign an organizational title. Organizational titles do not replace, but complement, official position titles.

4. PD Cover Page. The servicing human resources office (HRO) will complete the PD cover page with organizational titles, FLSA, Position Risk/Sensitivity Level, cybersecurity codes, etc.

5. Management's Responsibility for PD Accuracy and Position Management. Use of Standardized PDs in no way detracts from management's authority and responsibility to ensure that officially assigned and performed duties and responsibilities accurately match PDs of record for all employees. Likewise, using SPDs

does not diminish management's responsibility to adhere to basic position management principles. Management officials are urged to collaborate with their respective servicing human resources office for classification and position management advice and guidance.

6. Accountability. The OHC utilizes data from FPPS to evaluate Bureau/Office's use of DOI Standard PDs and DOI SPD numbers. Bureaus/Offices are responsible for adhering to DOI policy, and for ensuring data integrity.

Questions concerning SPDs should be directed to the respective Bureau/equivalent Human Resources Office. Bureau headquarters staff can contact Renae Lockwood at renae_lockwood@ios.doi.gov

Attachments

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