U.S. Department of the Interior

Office of Human Capital

Branch:	**Classification**	
Area:	**DOI Standard Position Descriptions**	
Authorities:	**Personnel Bulletin No. 18-03** **Position Management and Position Classification Handbook**	
Effective Date:	**2/1/2020**	**Last Updated: 3/1/2021**

Description of Procedure

This Standard Operating Procedure (SOP) covers the procedures for identifying and developing DOI standard position descriptions (SPD).

Authorities

The Office of Human Capital (OHC) maintains delegated classification authority for all DOI standardized position descriptions.

Bureau/Office managers maintain position control and position management (organizational designs). Management, in partnership with Human Resources (HR), will ensure that their organizations meet the requirements of good position management and DOI strategic long-term workforce plans.

Responsibilities

Hiring managers and technical subject matter experts (SMEs) are responsible for collaborating with OHC and Bureau/Office HR SMEs to help inform major duties. This will enable the creation of SPDs that reflect the work being accomplished across DOI. DOI classifiers are responsible for classifying the PDs. OHC is responsible for finalizing and issuing all DOI SPDs.

Steps

1. Conduct a workforce analysis/data mine. Bureau/Office technical SMEs and/or HR SMEs will work with the Department's OHC to identify positions for standardization based on analysis of such things as mission, utilization rates, specialty areas, and grades. OHC will determine which SPDs to develop, the priority, and the development team lead.

2. Conduct research for SPD development. Bureau/Office HR SME leads will gather readily available descriptions of work, such as existing Department Bureau/Office standard PDs. (Do not task HR offices with data calls for PDs).

3. Senior DOI classifiers will assemble SME teams. Teams should be comprised of volunteers in the occupational series (technical SMEs) as well as intermediate/senior classification specialists (Classifiers).

4. For SPD development: Bureau/Office HR SMEs will identify (within their own Bureau/Office), reach out to, and confirm their technical SME's ability to participate on the SME SPD development team and will then provide the development team lead with the names and contact information of the technical SMEs. The development team lead will then work directly with the technical SMEs on SPD development.

5. For SPD review: Bureau/Office HR SMEs will assemble their own internal SME teams to review draft SPDs and will provide consolidated comments back to the development team lead.

6. SPD Development: Engage technical SMEs (across Bureaus/Offices if possible) to discuss position details, describe paramount regular and recurring major duties/roles/ responsibilities. It is not necessary to include minor duties in the PD. Instead, include a statement within the PD such as, "Performs other Similar Duties as Assigned". Develop draft/s for the typical full performance level (from the workforce analysis). The lead classifier will use the appropriate OPM Classification Standard to determine the position's official title, series, and grade.

7. SPD Review: The development team lead will send the revised or final draft PD to the Bureau/Office HR SMEs for review with their SME teams. HR SMEs will keep a record of comments and provide consolidated comments to the development team lead. The development team lead may engage the HR SMEs in discussion meetings and address issues collaboratively.

8. SPD Development: The development team lead will create the career ladder PDs (batch) by "dialing down" and establishing clear distinctions of work responsibilities at each grade. The career ladder is established from the workforce analysis. The development team lead will engage the technical SME PD development team to review all draft PDs in the batch and keep a record of comments submitted.

9. Final SPD Review: The development team lead will complete the drafts with 508 compliance and prepare the batch for submission to the OHC HR SME Lead.

10. OHC will vet the drafts with HR Directors and other key stakeholders and then prepare the drafts in final format, ensuring 508 compliance.

11. Final: OHC will issue the DOI SPDs for use across the Department.