



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240

June 23, 2020

Memorandum

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

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

Subject: Standardized Position Descriptions for Human Resources Management (0201)

Pursuant to the Department of the Interior (DOI) efficiency initiatives, the Office of Human Capital (OHC) is collaborating with Inter-Bureau Expert Teams (I-BET) and technical subject matter experts to create and issue SPDs for General Schedule mission critical and high-density occupations. The use of DOI SPDs will assist initiatives to strategically address human capital management challenges related to time-to-hire efficiencies, classification consistency, training, development and retention of DOI personnel. Standardized PDs streamline the classification and recruitment processes by creating efficient, strategic hiring approaches, such as sharing vacancy announcements and candidate certificates. Bureaus are to distribute this policy guidance to their field offices as soon as possible, with specific internal Bureau instructions, as necessary.

Effective immediately, all Bureaus/Offices with delegated classification authority are required to use a DOI SPD when recruiting for a position in the occupational series/grade contained herein. This policy applies to all permanent and non-permanent appointments, as applicable, regardless of work schedule. For incumbered positions, Bureaus/Offices must replace legacy PDs with the new DOI SPDs, where applicable, and process the necessary personnel actions (reassignments) as soon as possible, but not later than **60** days from the date of this Memorandum.

The official SPDs covered by this Memorandum are:

DOI SPD#	Title, Series, Grade
DC00500	HR Specialist, 0201, GS-5
DC00600	HR Specialist, 0201, GS-7
DC00700	HR Specialist, 0201, GS-9
DC00800	HR Specialist, 0201, GS-11
DC00900	HR Specialist, 0201, GS-12
DC01000	HR Specialist, 0201, GS-13

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.

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.

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.

Responsibility for PD Accuracy and Position Management. Use of SPDs 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 covered employees. Likewise, using SPDs does not diminish management's responsibility to adhere to sound position management principles. Management officials are urged to partner with their servicing Human Resources Officers (HROs) for classification and position management advice and guidance. Management officials are required to ensure equal pay for substantially equal work [5 USC § 5101].

Requests for Exceptions. Requests for an exception (waiver) to this policy must be in writing, and must show conclusively why the DOI SPD is not applicable to the position. Written requests will include the proposed PD and the official signed and dated organizational chart. Statements of difference will not be accepted. Request packages will be forwarded by management and their respective servicing HRO to the Bureau/Office Headquarters Human Resources (HR). Upon concurrence, Headquartered HR will submit the request to the OHC via the Document Tracking System (DTS). Bureau/Office employees may contact their servicing HRO for advice and guidance.

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

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.

Inquiries. Any Department employee or employee representative seeking further information Concerning this policy may contact their respective servicing HRO. Bureau Headquarters HR staff may contact Renae Lockwood in the OHC at Renae_Lockwood@ios.doi.gov

Attachments