

Management System: Office of Human Resources

Subject Area: Staffing and Classification

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1.0 Introduction

This subject area (SA) provides the procedures to ensure that an effective organization design, in concert with appropriately structured positions, is aligned and postured to meet the vision, future mission, current needs, and continuity of the Office of Environmental Management Consolidated Business Center. This dynamic process incorporates a thorough understanding of organizational and employee development and skill requirements to assure that the EMCBC organization is comprised of highly skilled and motivated employees who are well prepared to meet the challenges of the mission.

This SA is used by managers and supervisors desiring to fill vacancies and effectively structure and manage positions, employees who wish to apply for vacancies or other career enhancing opportunities, and Servicing Human Resources Office Staff who implement these processes and procedures. The following objectives can be achieved by applying the procedures provided in this component:

- Application of a Merit Promotion Plan to recruit and retain a diverse, highly skilled workforce.
- Use of position management principles and position classification to appropriately structure and compensate positions.
- Use of appropriate Human Resources (HR) flexibilities to match mission requirements with workforce capacity, (i.e., use of various [HR flexibilities](#) and/or incentives).

2.0 Contents

Procedure	Procedure Content
1. Merit Promotion	<ul style="list-style-type: none">• Perform the hiring process.• Interview and select a candidate.
2. Develop Position Description	<ul style="list-style-type: none">• Question a job classification.• File appeals within the U.S. Department of Energy.• File appeals with the U.S. Office of Personnel Management.

3. Requesting Position Actions	<ul style="list-style-type: none"> • Staff Federal Positions.
4. Delegated Examining Unit (DEU)	<ul style="list-style-type: none"> • Perform reviews of applications from individuals outside the federal workforce to determine qualifications for positions

3.0 Exhibits/Forms

- [Factor Evaluation System Format](#)
- [Form OF-8, Position Description](#)
- [General Schedule Supervisory Guide Format](#)
- [Lead Position Description Format \(For 2-Grade Interval Positions\)](#)
- [Merit Promotion Plans](#)
- [Senior Executive Service Format](#)

4.0 Related Information

- [Corporate Human Resources Information System \(CHRIS\)](#)
- [Human Resources \(HR\) Flexibilities](#)
- [Hiring Reform Presentation](#)
- [Hiring Reform Action Plan for General Schedule Employees](#)
- [Ignite Your Career – Learn to Prepare for a New Opportunity](#)
- [Office of Personnel Management \(OPM\) Federal Classification and Job Grading System](#)
- [Senior Executive Service \(SES\) Hiring Process](#)

5.0 Requirements

Document	Title
5 CFR 335	Promotion and Internal Placement
5 CFR 300	Employment (General)
DOE P 310.1, Admin. Change 1	Maximum Entry And Mandatory Separation Ages For Certain Security Employees
DOE O 311.1B	Equal Employment Opportunity And Diversity Program

DOE O 320.1, Change 1	Acquiring And Positioning Human Resources
DOE O 321.1	Employment Of Experts And Consultants
DOE M 321.1-1	Intergovernmental Personnel Act Assignments
DOE O 342.1	Grievance Policy And Procedures
DOE O 3731.1, Change 1	Suitability, Position Sensitivity Designations, And Related Personnel Matters
EEOC-Management Directive MD-110	Federal Sector Complaints Processing Manual
Memo Kane (10/07/2010)	Memorandum from Michael C. Kane, Chief Human Capital Officer, to Heads of All Departmental Elements and Human Resources Directors, subject, Improving DOE Recruitment and Hiring Process, dated 10/07/2010
Memo Poneman (10/06/2010)	Memorandum from Daniel B. Poneman, Deputy Secretary of Energy, to Heads of All Departmental Elements and Human Resources Directors, subject, Improving DOE Recruitment and Hiring Process, dated 10/06/2010

6.0 Definitions

Term	Definition
Appointment	The hiring of a person from a competitive list of eligibles, or by special authority in the absence of a requirement for a competitive list of eligibles.
Area of Consideration	The area in which a search for eligible candidates is made. (When the minimum area of consideration produces enough qualified candidates and there is no need for a further search in a broader area, the minimum area of consideration and area of consideration are the same.)
Best Qualified	Candidates who rank at or near the top when compared with other well qualified candidates.
Career Transition Assistance Program (CTAP)	A program to assist surplus and displaced U.S. Department of Energy employees in being considered for other U.S. Department of Energy positions.

Career-Ladder Position	One of a group (2 or more) of positions classified in the same series, having the same title and promotion potential, such that an employee competitively selected for a career-ladder position at a grade below the full performance level may progress without further competition through the established grade range through successful performance of progressively responsible experience. Employees in career-ladder positions are promoted, subject to supervisory recommendations, as they demonstrate the ability to perform work at the next higher level and meet any applicable time-in-grade and technical qualifications requirements.
Competencies	Knowledge, skills, abilities and other characteristics that contribute to successful performance in a particular position and are used as criteria for rating qualified candidates for that position. Competencies must be directly related to the position to be filled.
Competitive Status	A candidate's basic eligibility for placement in a position in the competitive service.
Days	Calendar days, not workdays, unless expressly designated as the latter for a particular purpose.
Delegated Examining Unit	Federal Human Resource Specialists that perform reviews of applications from individuals outside the federal workforce to determine qualifications for positions.
Demotion	The change of an employee to a lower grade when both the old and the new positions are under the General Schedule, or under the same type of graded wage schedule, or to a position with a lower rate of pay when the old and the new positions are under the same type ungraded wage schedule or in different pay-method categories.
Detail	A detail is defined as a temporary assignment to a different position for a specified period when the employee is expected to return to his or her regular duties at the end of the assignment. An employee who is on detail is considered for pay and strength count purposes to be permanently occupying his or her regular position. Details may be initiated in increments of 30 to 120 calendar days, and may be extended in increments of 120 calendar days or less.
Full-Performance Level	The highest grade level of work assigned to a position. Noncompetitive promotions are allowed up to this level if previously competed and a career ladder is documented.
Interagency Career Transition Assistance	A program to assist surplus and displaced Federal employees in being considered for Federal employment in other agencies.

Plan (ICTAP)	
Merit Promotion	A systematic means of selection for promotion according to merit.
Minimum Area of Consideration	The area designated in this procedure in which there is a reasonable expectation that enough qualified candidates to fill vacancies will be located.
Position Change	A promotion, demotion, or reassignment made during an employee's continuous service within the U.S. Department of Energy, including such personnel actions that also involve a change of appointing office or duty station.
Priority Consideration	Consideration given to an employee, before merit staffing procedures can be used to fill a position.
Priority Placement	Consideration given to an employee, before merit staffing procedures can be used to fill a position, when that employee is identified as surplus through a Priority Placement Program.
Promotion	The change of an employee to a higher grade level or higher rate of basic pay generally based on an increase in complexity of duties or responsibilities or increased autonomy.
Qualified Candidates	Persons being considered for a promotion or other staffing actions who meet all established qualification requirements for the position being filled, including U.S. Office of Personnel Management (OPM) Qualification Standards, applicable selective placement factors, time-in-grade criteria, and time-after-competitive-appointment restrictions.
Reassignment	The change of a current U.S. Department of Energy employee from one position to another without promotion or demotion.
Reinstatement	The reemployment of a former Federal employee on the basis of previously acquired civil service status.
Repromotion Consideration	Consideration given an employee before merit staffing procedures can be used to fill a position when that employee has promotion eligibility to a grade or position from which demoted without personal cause and not at the employee's request.
Selective Factor	Knowledge, skills, abilities, or special qualifications that are essential for satisfactory performance on the job and are in addition to the minimum qualification requirements for a position or above the grade of the position to be filled.

Time-in-Grade Restriction	<p>The time-in-grade restrictions of the Code of Federal Regulations. (CFRs) apply as follows:</p> <ul style="list-style-type: none"> • <u>GS-5 and below</u>. May be advanced no more than two grades within a 52-week period. • <u>GS-6 through 11</u> in an occupation properly classified at one grade intervals. Must have completed at least 52 weeks of service in a position no more than one grade lower than the position to be filled. • <u>GS-7, 9, and 11</u> in an occupation properly classified at two grade intervals. Must have at least 52 weeks of service in a position no more than two grades lower than the position to be filled. • <u>GS-12 and above</u>. Must have completed 52 weeks of service in a position no more than one grade lower than the position to be filled.
Transfer	<p>The movement of a current eligible employee of another Federal agency to a position within the U.S. Department of Energy.</p>
USA Jobs	<p>A web-based system for applicant recruiting, processing and rating, referral, selection, and records management.</p>