HRGD 4511 - Section A - Responsibilities

Last Modified:

Subchapter 4511
Position Classification
Section A - Responsibilities

- HRD Director
- Managers and Supervisors
- HRD Servicing Classification Specialists
- HRD Policy Specialist

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HRD Director	• Assures that positions are classified by employees with sufficient training and experience to ensure accordance with sound classification principles/OPM classification standards. • Evaluates the effectiveness with which delegated classification authorities are carried out.

Managers and Supervisors	• Assign duties and responsibilities to positions and ensure that subordinates' position descriptions accurately reflect them. • Verify the accuracy of a position description by signing and dating the signature block of the AD-332, Position Description Cover Sheet. • Utilize employee details only for brief changes in assignment, and report to the servicing personnel office all details in excess of 30 days. • Ensure that each position conforms to **position management objectives** of USDA. • Consult with the Servicing Classification Specialist for advice and guidance, and references OPM classification standards applicable to their unit when making changes to work assignments.
HRD Servicing Classification Specialists	• Evaluate positions, determine the title, occupational series, and grade level of the work. • Sign the AD-332 to verify the position was classified in conformance with OPM standards. • Provide position management and job classification advice. • Provide guidance and answer questions on classification appeal procedures. • Determine whether positions are exempt or nonexempt from the Fair Labor Standards Act. • Confirm position sensitivity levels for proper background investigations. • Determine whether positions meet the criteria for inclusion in bargaining units. • Determine whether positions require an employee to file a Confidential Financial Disclosure Report (OGE Form 450).

HRD Policy Specialist	• Develops and maintains MRP classification guidance. • Responds to classification appeals submitted to mission areas serviced by HRD. • Maintains liaison with Office of Human Resources Management and responds to inquiries or requests for classification related information.

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