



# **NATIONAL CAPITAL REGION MEDICAL CIVILIAN HUMAN RESOURCES**

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# Agenda

- Resources for Supervisors
- Today's focus
  - Impact of transition on temps and terms
  - Managing classification during and after the transition
- Future sessions
  - Based on today's input
  - Supervising DoD civilian employees



# Resources for Supervisors



- <http://capmed.mil>
- CHR Council Consultants
  - Norieta.Hagerty@med.navy.mil
  - Leslie.McGlothlin@us.army.mil
- Future Civilian Human Resources Center
  - New servicing personnel office being established to service DoD civilians at WRNMMC and FBCH
  - IOC 4/1/2011, FOC 7/1/2011



# Temporary and Term Employees



- DoD regulations prevent direct transition of temporary and term employees to new hospitals
- If Temp/Term position will continue in new hospital, manager may submit “name request” recruitment to new HR servicing office
- HR servicing office must “clear stopper” (Priority Placement Program for permanent employees affected by RIFs at other organizations) and re-compete position if employee not eligible for non-competitive appointment.
- If there is no Priority Placement Program match or candidate with higher preference/eligibility, new appointment as DoD civilian will be processed for the employee
- Temporary and Term employees will receive information on submitting applications to new HR servicing organization



# Basic Principles of Position Classification



- Law (Title 5, USC) governs General Schedule (GS) position classification
  - Two key principles:
    - Equal pay for substantially equal work
    - Differences in pay must be based on substantial differences in difficulty, responsibility and qualifications
  - Fifteen grade levels are described in the law



# Basic Principles of Position Classification



- Office of Personnel Management (OPM) writes position classification standards based on the fifteen grade levels described in the law
- Classification standards:
  - Define occupational duties, responsibilities and qualifications
  - Establish occupational titles
  - Describe the criteria by which grades are determined
- Jobs are classified based on comparing duties in each job to classification standards
  - Job-to-job comparisons are prohibited



# Importance of Position Descriptions



- The following flow directly or indirectly from the position description
  - Titles, occupational groupings (series) and grades
  - Pay
  - Vacancy announcement content/ hiring decisions
  - Performance objectives and standards
  - Training plans and Individual Develop Plans (IDPs)
- It is imperative that PDs be accurate and up-to-date since so many CHR factors rely on them



# Reclassification



A job can be reclassified for a number of reasons:

- Management can restructure the duties
- Duties can gradually accumulate over time and evolve to a higher grade
- Duties can gradually erode to a lower grade
- A new classification standard can be issued that changes the grade (rarely)
- A correction can be made to a classification error



# Grade and Pay Retention

- If job is reclassified to a lower grade, grade and pay retention occur
  - Employee maintains same grade for two years
  - Employee maintains same pay (with 50% of any annual pay increases) until
    - Employee has one or more days break in service
    - Employee's pay falls within pay range of grade to which downgraded (or declines reasonable offer for such a position) or
    - Is demoted for personal cause or at own request



# JTF Classification Plan of Action



- Work with management on potential classification problems identified during workforce mapping
  - Develop options and implement after transition
    - About a dozen have already been worked
  - The JTF will minimize disruption to the workforce by restructuring and re-engineering positions to maintain grades of transitioning personnel where possible
    - It will take time for the new facilities to fully integrate and to get a sense of their new Joint environment and procedures



# Transition Classification Example



- The Civilian Human Resources Council works with Integrated Chiefs to make decisions
  - Example: Two employees are doing the same job at two different facilities. Who does the job when the department merges?
    - Possible Solutions: 1) Both employees continue to do the same job as the workload may have expanded in the new facility, 2) One employee does the same job and the other is given other work at the same level/grade, 3) One employee may be reassigned to another department at the same level/grade



# JTF Classification Plan of Action



- Look across the MTFs at similar occupations to determine consistency
  - Looking currently at non-medical occupations since these have come out of NSPS
  - Will provide base level for further review after transition
  - Will expand to medical positions after transition out of NSPS
- Identify occupations that lend themselves to standardized PDs and develop these
  - Work has already begun in some departments where future work assignments are firm
  - New/standardized PDs will be implemented after transition
- Handle on-going routine classification workload

