

**POSITION CLASSIFICATION AND
POSITION MANAGEMENT**

1. **REASON FOR ISSUE:** To issue Department of Veterans Affairs (VA) policy regarding position classification, position management, and Fair Labor Standards Act (FLSA).
2. **SUMMARY OF CONTENT/MAJOR CHANGES:** This directive contains mandatory VA procedures on position classification and management. The changes will be incorporated into the electronic version of VA Directive 5003 that is maintained on the [Office of the Chief Human Capital Officer \(OCHCO\) website](#) and [VA Publications website](#). Significant changes include:
 - a. Removes “Job Grading” from title of directive and handbook; and
 - b. Establishes OCHCO accountability and oversight procedures.
3. **RESPONSIBLE OFFICE:** Compensation and Classification Service (055), Office of the Chief Human Capital Officer, Office of Human Resources and Administration/Operations, Security and Preparedness (006).
4. **RELATED HANDBOOK:** VA Handbook 5003, “Position Classification and Position Management.”
5. **RESCISSIONS:** VA Directive 5003, “Position Classification, Job Grading and Position Management, dated 15 April 2002.

CERTIFIED BY:

**BY DIRECTION OF THE SECRETARY
OF VETERANS AFFAIRS:**

/s/
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POSITION CLASSIFICATION AND POSITION MANAGEMENT

1. **PURPOSE.** This directive provides Department of Veterans Affairs (VA) policies on position classification, position management and Fair Labor Standards Act (FLSA). This directive should be used in conjunction with VA Handbook 5003, which contains mandatory guidance and procedures on position classification, FLSA and position management in VA.
2. **POLICY.**
 - a. **Federal Law and VA Authority.**
 - (1) The legal and regulatory basis for General Schedule (GS) position classification is defined in 5 U.S.C. § 5101 to 5115 and 5 C.F.R. § 511.
 - (2) The legal and regulatory basis for the Federal Wage System (FWS) job grading system is defined in 5 U.S.C. § 5342 and 5346 and 5 C.F.R. § 532 Subparts F and G.
 - (3) Provisions in this directive and accompanying handbook apply to all GS and FWS positions in VA.
 - (4) Authority to classify positions under the GS and FWS follow delegations of authority contained in VA Handbook 5001, System of VA Human Resources Management Directives and Handbooks, General Introduction and Administration.
 - (5) Authority to classify positions is further delegated to Under Secretaries, Assistant Secretaries and Operating Human Resources Offices (HRO).
 - (6) Any authority not delegated in writing is reserved to the Secretary.
 - b. **Position Classification.**
 - (1) It is VA policy that officials with delegated classification authority will classify positions consistent with published classification standards according to the principle of equal pay for substantially equal work. Officials must also comply with classification appeal processing, certification, and consistency review requirements.
 - (2) Position classification will be integrated with other elements of human resources administration to further human resources and overall management objectives.
 - (3) Position classification programs will serve management in the areas of employee utilization, position management, planning and related activities.

- (4) Appropriate classification assistance will be available to management and supervisors for establishing or changing organizations and functions.

c. Position Management.

- (1) It is VA policy that work shall be organized and assigned among positions in an efficient and economical manner and supervisors and managers shall utilize resources to carry out their organization's mission within budgetary limits.
- (2) Management shall determine the numbers and types of positions assigned to an organization and assign work consistent with the principles of sound and effective position management. Essential elements of an effective position management program are identified in part II of Handbook 5003.
- (3) Management shall ensure that all labor relations obligations are fulfilled regarding changes affecting bargaining unit employees.
- (4) Position management shall be used to facilitate equal employment opportunity. The Civil Service Reform Act requires the development of Federal Equal Opportunity Recruitment Programs (FEORPs) to eliminate the under representation of minorities and women in occupational categories and grade levels where under representation exists. Job redesign, a position management tool, can be an effective means of recruiting minorities and women and should be used as part of the FEORP in the following ways:
 - (a) Design positions at "trainee" levels, especially at facilities where minorities and women are concentrated in lower grade positions;
 - (b) Identify public contact and patient care positions where bilingual and bicultural capabilities should be primary selection factors; and
 - (c) Establish positions requiring minimal formal credentialing requirements, such as degrees, licenses or certifications.

3. RESPONSIBILITIES.

a. Assistant Secretary for Human Resources and Administration/Operations, Security and Preparedness shall:

- (1) Oversee the implementation of VA classification and position management policy; and
- (2) Administer delegation of classification authority on behalf of the Secretary of VA.

- b. **Chief Human Capital Officer (CHCO)** shall:
- (1) Monitor and oversee the integrity and compliance of VA classification and position management policy;
 - (2) Provide strategic policy direction, oversight and accountability; and
 - (3) Implement classification program policy.
- c. **OCHCO Compensation and Classification Service Director (055)** shall:
- (1) Develop VA classification and position management policy for VA positions;
 - (2) Administer VA's classification standards development process including VA guidelines;
 - (3) Oversee agency automated classification system;
 - (4) Administer the VA's classification appeal process;
 - (5) Provide technical advice and guidance to Administrations, Staff Offices and facilities;
 - (6) Develop mechanisms to ensure intra-agency classification consistency; and
 - (7) Conduct agency classification and position management program reviews.
- d. **Under Secretaries, Assistant Secretaries, Deputy Assistant Secretaries, Other Key Officials and Facility Directors** shall:
- (1) Utilize classification processes to improve management planning, employee utilization and efficiency of operations;
 - (2) Ensure the use of VA designated automated classification system to expedite position classification;
 - (3) Ensure trained human resources staff are available to administer the classification process;
 - (4) Authenticate classification actions by signing the Optional Form (OF)-8, Position Description cover sheet when electing to exercise delegated classification authority;
 - (5) Administer a position management program within their organizations that conforms to VA guidelines; and

- (6) Ensure annual training in position management is given to all supervisors with position management authority.

e. Human Resources Officer providing classification services shall:

- (1) Utilize VA designated automation classification system;
- (2) Validate all positions are classified by the appropriate authority;
- (3) Participate in the classification standards development process when requested;
- (4) Ensure position management program requirements are met;
- (5) Provide human resources technical guidance and consultation to managers, supervisors, and employees and employee representatives around classification and position management;
- (6) Conduct analyses of trends and develops reports of findings to staff and operating officials. Completes corrective action as necessary; and
- (7) Advise management officials of required corrective action when positions are found to be inaccurately or inadequately described.

f. Management Officials and Supervisors shall:

- (1) Use the classification process in the interest of improved management planning, employee utilization and efficiency of operations;
- (2) Use VA designated automated classification system to classify positions;
- (3) Develop and maintain accurate descriptions for each position under their direction;
- (4) Provide employees a copy of their position description;
- (5) Cooperate with VA and the Office of Personnel Management (OPM) officials in the classification process including occupational studies;
- (6) Consider the effect classification changes will have on a position before changing the duties; and
- (7) Follow additional guidelines and responsibilities listed in VA Handbook 5003.

4. **ASSESSMENT.** OCHCO, Compensation and Classification Service (055) shall measure Administration and Staff Office classification and position management programs in accordance with the process and standards contained in VA Handbook 5003, "Position Classification and Position Management" and issue quarterly reports to VA senior leadership on program performance.

5. **REFERENCES.**

- a. [5 U.S.C. § 5101 to 5115, Classification; 5 U.S.C. § 5342, Definitions; Application; 5 U.S.C. § 5346, Job grading system.](#)
- b. [5 C.F.R. § 511, Classification Under the General Schedule; and 5 C.F.R. § 532, Prevailing Rate Systems.](#)
- c. [OPM Introduction to Position Classification Standard, TS-134, July 95, TS-107, August 1991, Revised August 2009.](#)
- d. [OPM "The Classifier's Handbook," TS-107 dated August 1991.](#)
- e. [OPM "Federal Wage System Job Grading Standards for Supervisors," TS-66 dated 1992.](#)
- f. [OPM "Federal Wage System Job Grading Standard for Leader WL/NL," TS-39 dated January 1980.](#)
- g. [OPM "Introduction to the Federal Wage System Job Grading System," TS-44 dated September 1981.](#)
- h. [OPM Operating Manual, "Federal Wage System-Appropriated Fund."](#)
- i. [OPM Operating Manual, "Federal Wage System-Non-appropriate Fund Employees."](#)
- j. [VA Directive 5001, System of VA Human Resources Management Directives and Handbooks, General Introduction and Administration, dated April 2002.](#)
- k. [VA Handbook 5001, System of VA Human Resources Management Directives and Handbooks, General Introduction and Administration, dated November 2007.](#)
- l. [Civil Service Reform Act of 1978, P.L. 95-454](#)