

**POSITION CLASSIFICATION, JOB GRADING,
AND POSITION MANAGEMENT**

- 1. REASON FOR ISSUE:** To issue Department of Veterans Affairs (VA) policy regarding position classification, job grading, and position management.
- 2. SUMMARY OF CONTENT/MAJOR CHANGES:** This handbook contains mandatory VA procedures on review requirements for position descriptions. The pages in this issuance replace the corresponding page numbers in VA Handbook 5003. Revised text is contained in [brackets]. These changes will be incorporated into the electronic version of VA Handbook 5003 that is maintained on the Office of Human Resources Management (OHRM) Web site [Office of Human Resources Management Website](#). Significant changes include:
 - a. Modifies documentation and timeline requirements when conducting position descriptions reviews.
- 3. RESPONSIBLE OFFICE:** Compensation and Classification Service (055), Office of the Deputy Assistant Secretary for Human Resources Management (05)
- 4. RELATED HANDBOOK:** VA Handbook 5003, “Position Classification, Job Grading, and Position Management.”
- 5. RESCISSIONS:** None.

CERTIFIED BY:

/s/
Dat P. Tran
Acting Assistant Secretary for
Office of Enterprise Integration

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

/s/
Pamela S. Mitchell
Acting Assistant Secretary for
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5. POSITION DESCRIPTIONS

a. An accurate and current written description must be developed and maintained for each position covered by this part. Accurate position descriptions are essential in the VA integrated job analysis system, which is used for the following human resources functions: selection procedures, performance appraisal, position classification and grading, training and development. Accurate descriptions are also necessary for a sound position management program. Wherever possible, employees will be afforded the opportunity to assist in the preparation of their position descriptions; however, supervisors and/or managers are responsible for assigning work to positions and insuring that the descriptions are accurate.

b. Position descriptions will be prepared using an Optional Form 8 (OF-8) as a cover sheet. Appendix B of this part contains instructions for completing the OF-8. The major duties, responsibilities, supervisory relationships, and other pertinent information related to the position must be described specifically, clearly, and definitively so that descriptions will provide the information necessary for proper classification of positions. Position descriptions shall be as concise as practicable.

c. In order to maintain uniformity throughout the agency, position descriptions for non-supervisory positions shall be prepared in either the traditional narrative or factor evaluation system (FES) format (see par. 1 and 2 of appendix A of this part) as appropriate. The FES format must be used when the classification of the position is based on a FES standard. All first and second level supervisory positions must be specifically described in terms of the supervisory format (par. 3 of appendix A of this part), which will facilitate comparison with the General Schedule Supervisory Guide (GSSG) or the Job Grading Standard for Supervisors, as appropriate.

d. When changes occur in principal duties which are not sufficiently extensive to justify writing an entirely new description, an addendum, prepared with an OF-8, should be used. An addendum shall be processed through the appropriate supervisory channels and signed by the same authorities as would be appropriate for a new complete description. Clarity, conciseness, and ease of understanding of the position description should dictate the number of times an addendum shall be used to reflect changes in a position. The use of addenda should not defeat the primary objective of accurate and adequate position descriptions. Generally, no more than two addenda should be used before the position description is completely rewritten. Pen and ink notations to the description may be made in lieu of an addendum or redescription when the changes are incidental (e.g., a change in organizational title).

e. For positions which are in identified career ladders, a complete position description need be established only for the target, full performance position. Lower grade positions within the ladder representing developmental stages in the progression to the target position may each be covered by a statement of difference, which should clearly define only significant differences in assigned duties and supervisory relationships from the full performance position. Each statement of difference must refer to the target position and should be identified with the related basic position number; each must contain sufficient information to support a valid classification action and permit the development of relevant performance standards. Whenever substantial revisions are made to the full performance position, the statements of difference covering the other positions within the ladder must similarly be revised or abolished as appropriate.

f. Supervisors are responsible for the continuing accuracy of descriptions of positions under their direction. Necessary and proper modifications of position descriptions will be made to reflect significant changes in duties and responsibilities as they occur. The frequency with which position descriptions will be rewritten will depend on the individual circumstances. However, position descriptions generally must be rewritten when new standards covering the classification of the positions are issued, and when, in the judgment of the appropriate supervisors, a revised position description is necessary to reflect material changes in the assignment.

g. [Supervisors and managers shall review and/or update position descriptions under their jurisdiction as changes to duties and responsibilities occur in order to ensure correct classification and compliance with law.] This review shall include a review of the position sensitivity [and Fair Labor and Standards Act (FLSA)] designation in consultation with the servicing human resources management office and in accordance with [governing regulations.] The servicing human resources management office shall establish local procedures to document the review.

h. The original copy of the officially classified position description shall be maintained in the servicing human resources management office. Copies of the official description shall be provided to the operating organization and to each employee assigned to the position. Supervisors are responsible for assuring that employees are given a copy of their current position description including appropriate addenda.

i. New position descriptions and addenda which reflect changes in conditions of employment of bargaining unit employees will be forwarded by the servicing human resources management office to the labor organization.