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HRGD 4511 - Section A - Responsibilities

Last Modified:

Subchapter 4511

Position Classification

Section A - Responsibilities

- [HRD Director](#)
- [Managers and Supervisors](#)
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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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