



USA Staffing®

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USA Staffing Classification Workgroup

November 14, 2018

Created by the Office of Personnel Management, USA Staffing Program Office

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Agenda

- Proposed Changes to the Position Information Page
- Demo of Recently Released Functionality
- Upcoming Functionality
- Overview of Classification Functionality
- Request for Partners in Piloting Classification



USA Staffing Classification

Proposed Changes to the Position Information Page



Position Sensitivity

Current	Proposed
0 - Not Designated	
1 - Low Risk (LR) Public Trust Position	1. Non-sensitive (NS)/Low Risk
2 - Non-Critical Sensitive	2. Noncritical-Sensitive (NCS)/Moderate Risk
3- Critical Sensitive	3. Critical-Sensitive (CS)/High Risk
4 - Special Sensitive	4. Special-Sensitive (SS)/High Risk
E - Public Trust-Mod Risk	5. Moderate Risk (MR)
D - Public Trust-High Risk	6. High Risk (HR)
	7. NCS/High Risk



Grade

- Limit new Position Descriptions to one Grade
 - Current records with more than one Grade will not be affected
 - Establishes best practices for Classification in USA Staffing
 - Ensures consistency between the Series and Grade selections on the Position Information page and the Evaluation page



Follow-Up Survey





USA Staffing Classification

Live Demo Of Position Description Library



USA Staffing Classification

Planned Upcoming Features



Planned Upcoming Features

- Supervisory Federal Wage System
 - Select FWS and Supervisory on the Position Information page
 - Factors and Evaluation pages are updated with appropriate fields



Supervisory FWS

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Joseph Sciarillo (DEV)

ADMINISTRATION

Admin Home

Position Descriptions

Joe - tests often

Position Description Number

Joe - tests often

Position Title

Contract Specialist

Status

Draft

Position Information

Duties

Competencies

Factors

Evaluation

Authorizations

Documents 0

History

▸ Federal Wage System

▾ Federal Wage System for Supervisors

▾ Factor 3 - Workforce Dispersion

Level 3-

Next

▸ Factor 2 - Level of Work Supervised

Level 2-

▸ Factor 3 - Scope of Work Operations Supervised

References

Save



Planned Upcoming Features

- Additional Position Information Fields
 - Functional Classification
 - Competitive Level Code
 - Cybersecurity Code
 - Acquisition Position and Level
 - Physical Ability/Medical Requirements
 - Firearm Required



Additional Position Information Fields

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☒ Position Description Library

Draft PD

Position Description Number

DRAFT - TBD

Position Title

Contract Specialist

Pay Plan - Series - Grade

GS-XXXX-XX

Status

Draft

Position Information

Duties

Competencies

Factors

Evaluation

Authorization

Reviews



Documents



Notes



History

Position Title *

Contract Specialist

Organizational Title

Pay Plan

GS - General Schedule (Ch. 51, 5 U.S.C.) ▾

Series

1102 - Contracting ▾

Specialities



Grade

12 ▾

Full Performance Level

13 ▾

Supervisory Status

2 - Supervisor or Manager ▾

Position Status

Competitive ▾

Service

Headquarters ▾

Fair Labor Standards Act

Exempt (E) ▾

Security

Position Sensitivity

1 - Low Risk (LR) Public Trust Position ▾

[Positions Designation Tool \(PDT\)](#)

Competition

Competitive Level Code

Bargaining Unit Status

Competitive ▾

Bargaining Unit Code

Function

Functional Classification Code

Cybersecurity Code

☒ Acquisition Position

Acquisition Level

Level I ▾

[FLSA Worksheet](#)

Owning Office

Philadelphia Services Branch ▾

Tags

Philadelphia Services Branch

Customer

Customer A

- ☐ Emergency Essential Position
- ☐ Test Designated Position
- ☐ Financial Statement Required
- ☐ Firearm Required
- ☐ Physical Ability/Medical Requirements

Linked Position Descriptions

AA-65485-8532 (GS-0343-15)

Save

Cancel



Planned Upcoming Features

- Generate PDFs for Position Descriptions



Standard Format PD - Duties

PD #: 00000123456

Contract Specialist
GS-1102-14
Organization Name
Agency Name
Customer Name

Introductory Statement

This position is located in the USA Staffing and reports to the USA Staffing Program Manager. Serves as contract specialist responsible for pre-award and post-award functions involving highly specialized procurements of significant importance to the agency.

Duties and Responsibilities

Duty 1: 40%
Research, development, and production of extensive, specialized equipment or systems. Examples include state-of-the-art electronic guidance, control systems and radar systems.

Duty 2: 30%
Research and development on long-term social, economic, environmental, or health problems for which there is little meaningful experience or precedent data available.

Duty 3: 30%
Serves as advisor to program officials in procurement planning meetings. Advises program officials of the procurement objectives to be used, and assists in the preparation of statements of work. Prepares determinations and findings and solicitation documents.

All other related duties as assigned.



Standard Format PD – Factors

Factor Evaluation System (FES) Factor Level Descriptions

Factor 1: Knowledge Required by the Position

Level 1-8, 1550 Points

Knowledge of the principles of acquisition planning sufficient to develop and implement a plan to procure a multiyear program or system involving successive program stages.

Factor 2: Supervisory Controls

Level 2-5, 650 points

Supervisor assigns work in terms of overall procurement programs to be accomplished. The employee, in consultation with the supervisor, establishes and executes a work schedule.

Factor 3: Guidelines

Level 3-5, 650 points

Guidelines consist of Federal and agency contract laws, regulations, and policies. Guidelines provide general contracting methods and requirements, but do not have specific applicability to the particular procurement and the wide variety of situations encountered.

Factor 4: Complexity

Level 4-5, 325 points

The work consists of managing acquisition programs for highly complex or state-of-the-art systems, programs, and equipment that are not well defined and span successive program stages.

Factor 5: Scope and Effect

Level 5-5, 325 points

The purpose of the work is to negotiate and administer contracts to procure a program or system. This involves developing new approaches or innovative acquisition plans and source selection plans.



Standard Format PD – Total Points

Factor 6: Personal Contact**Level 6-4, 110 points**

Contacts include employees and managers within the agency as well as contacts with agency officials who are several managerial levels removed from the incumbent.

Factor 7: Purpose of Contacts**Level 7-4, 210 points**

Contacts are to negotiate contracts with industry officials and to resolve problems which arise during the performance of the contract.

Factor 8: Physical Demands**Level 8-2, 20 points**

Work is mostly sedentary, but there is some walking required during visits to contractor facilities.

Factor 9: Work Environment**Level 9-1, 5 points**

Work is usually performed in an office setting although there are occasional visits to contractor plants to conduct fact-finding, pre-award surveys, reviews, and negotiations.

FES Total Points Assigned: 3855**FES Point Range: 3605-4050****FES Grade: 14****References:**

Samples classifier references...



Planned Upcoming Features

- Generate PDFs for Cover Sheets



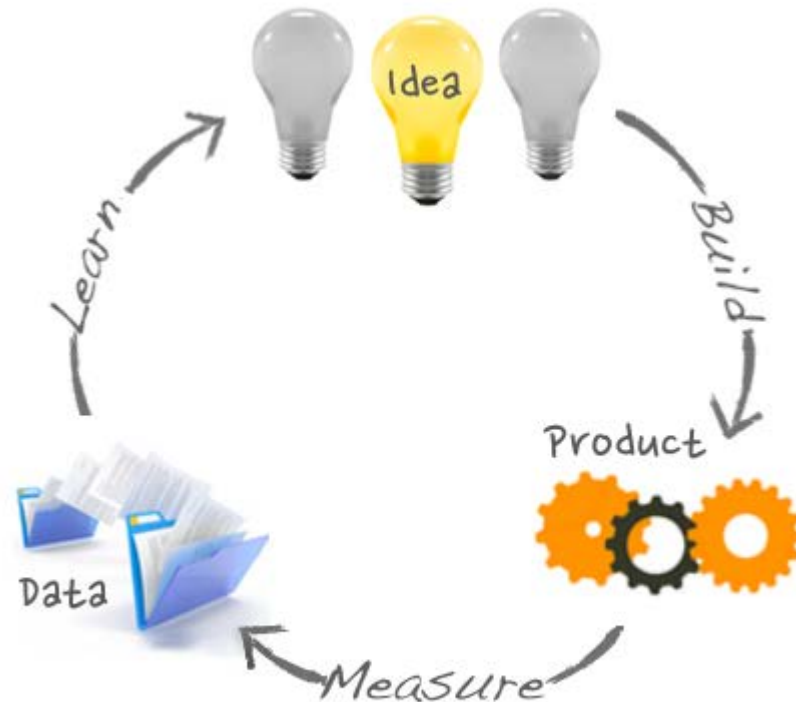
USA Staffing Classification

Overview of Classification Functionality

Overview of Classification Functionality

- Our target is a Minimum Viable Product

Minimum
viable
Product





USA Staffing Classification

Request for Partners in Piloting Classification



Request for Partners in Piloting Classification

- We need your help!
 - Can your agency begin piloting Classification in USA Staffing?
 - If not, tell us why. What are your impediments? How can USA Staffing help?



Questions?

For additional information, please contact:

Joe Sciarillo

USA Staffing System Development

Email | Joseph.Sciarillo@opm.gov



USA Staffing Classification

Back-up Slides



Position Information Page

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Position Description Number: 8Y9GD98-FESWorkgroup Position Title: Contract Specialist Status: Draft

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Position Information

* = Required

☐ Interdisciplinary

Position Description Number *	Position Title *	Organizational Title
8Y9GD98-FESWorkgroup	Contract Specialist	Contracting Officer
Pay Plan *	Series	Specialties
GS - General Schedule (Ch. 51, 5 U.S.C.)	1102 - Contracting	+
Grades	Full Performance Level	Supervisory Status
x 13	13	2 - Supervisor or Manager
Service	<input type="checkbox"/> Testing Designated Position	<input type="checkbox"/> Financial Statement Required
Fields	Bargaining Unit Status	Bargaining Unit Code
Fair Labor Standards Act	Non Bargaining	
Exempt (E)		
FLSA Worksheet		
Position Sensitivity	Position Status	
2 - Non-Critical Sensitive	Competitive	
Position Designation Tool (PDT)		
Classification Standard *		
Factor Evaluation System		

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8Y9GD98-FESWorkgroup

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Auto-Populate Factor Points

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Position Title
Contract Specialist

Status
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Factor Evaluation System

Factor	Level	Points Assigned
Knowledge Required by the Position	1-7	<input type="text" value="1250"/>
Supervisory Controls	2-4	<input type="text" value="450"/>
Guidelines	3-2	<input type="text" value="125"/>
Complexity	4-6	<input type="text" value="450"/>
Scope and Effect	5-5	<input type="text" value="325"/>
Personal Contacts	6-4	<input type="text" value="110"/>
Purpose of Contacts	7-2	<input type="text" value="50"/>
Physical Demands	8-1	<input type="text" value="5"/>
Work Environment	9-2	<input type="text" value="20"/>
Final Points		2785
Point Range		2755 - 3150
Grade		12

General Schedule Supervisory Guide

Factor	Level	Points Assigned
Program Scope and Effect	1-4	<input type="text" value="775"/>
Organizational Setting	2-2	<input type="text" value="250"/>
Supervisory and Managerial Authority Exercised	3-2C	<input type="text" value="450"/>
Personal Contacts: Nature of Contacts	4A-3	<input type="text" value="75"/>
Personal Contacts: Purpose of Contacts	4B-3	<input type="text" value="100"/>
Difficulty of Typical Work Directed	5-6	<input type="text" value="800"/>
Other Conditions	6-3B	<input type="text" value="975"/>
Final Points		3425
Point Range		3155 - 3600
Grade		13

Classifier's Determinations

Occupational Series

Grade

Classifier's Evaluation Statement

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Required Position Description Authorizations

Role	Name	Signature Date
Supervisory Certification	Sarah H. Supervisor	08/31/2012
Classification/Job Grading Certification	Carl J. Classifier	08/29/2012

Optional Position Description Authorizations

Role	Name	Signature Date	
<div><div>Classifier</div><div>Contracting/Acquisition</div><div>Employee</div><div>Finance</div><div>Resource Management/Manpower</div><div>Staffing</div><div>Supervisor/Manager</div><div>Other</div></div>	<input type="text"/>	<input type="text"/>	

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Federal Wage System, cont.

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7Y1HS98-FWSWorkgroup

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Federal Wage System

Factor 1 - Skill and Knowledge

Practical knowledge of the methods, procedures, and techniques to lay out, install, align, examine, troubleshoot, repair, and maintain various types of nonproduction industrial plant machinery, equipment, and systems that have complex interrelationships and make faults more difficult to diagnose due to various possible causes and combinations of factors that may be the source of trouble

Detailed knowledge of the operating characteristics, methods, and processes of the involved systems and equipment (e.g., water storage and distribution systems, wastewater disposal systems, sewage lift stations, swimming pools and equipment)

Next

Factor 2 - Responsibility

Factor 3 - Physical Effort

Factor 4 - Working Conditions

References

CLASSIFICATION STANDARD(S) USED:
OPM Federal Wage System Job Grading Standard for Utility Systems Repairing-Operating, 4742, TS-69, July 1993
OPM Federal Wage System Job Grading Standard for Water Treatment Plant Operating, 5409, TS-64, May 1992
OPM Federal Wage System Job Grading Standards for Plumbing, 4206, TS-6, March 1969
OPM Federal Wage System Job Grading Standard for Electrician, 2805, TS-55, June 1989
OPM Federal Wage System Job Grading Standard for Industrial Equipment Mechanic, 5352, TS-40, November 1980

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Federal Wage System, cont.

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Federal Wage System

Occupation and Title Determination

The primary purpose of subject position is the operation and repair of the water treatment and wastewater disposal systems. The Utility Systems Repairing-Operating, 4742 occupation was therefore initially considered for application as it includes nonsupervisory work that primarily involves repairing and operating one or more utility systems (air conditioning, heating, water, wastewater, etc.), and requires the ability to start, stop, and regulate the utility or utilities for optimum efficiency and troubleshoot, maintain, and repair them. However, our findings indicate that the utility system operation work of this position does not exceed the WG-09 level, whereas the repair and maintenance is appropriately graded at the WG-10 level. Per the 4742 standard, if the highest level of work represents a single occupation, the job should be titled, coded, and graded according to the job grading standard for the occupation that represents the highest skill and qualification requirements for the predominant line of work.

In addition to utility system operation and repair, subject position also performs WG-09 Plumber work and incidental WG-08 Electrical Worker duties. Considering the predominant and highest level of work is associated with utility system repair and maintenance, subject position remains most appropriately assigned to the Industrial Equipment Mechanic, 5352 occupation. This occupation covers nonsupervisory work involving the dismantling, repairing, relocating, modifying, maintaining, aligning, and installing of general nonproduction industrial plant machinery, equipment, and systems such as bridge cranes, towveyor/conveyor and pneumatic tube systems, sandblasting machines, and other industrial plant support machinery and equipment; service, industrial waste and flood control equipment such as compressors, pumps, and valves; and engraving machines, aircraft test block equipment, and fire extinguishing systems. The work requires a practical knowledge of the mechanical, hydraulic, and pneumatic systems and components of diverse industrial plant support machinery and equipment, and other equipment that control industrial waste and provide service to establishments such as industrial plants, machine tool repair shops, and hospitals. This includes detailed knowledge of the operating characteristics of the involved systems and equipment, and of the applicable installation and repair procedures, methods, and trade practices.

As prescribed by the 5352 standard, position is titled Industrial Equipment Mechanic.

Grade Determination

As the 5352 work equates to the grade 10 level on all four factors, the work is properly graded as WG-10.

Classifier's Determinations

Occupational Series5352 - Industrial Equipment Mechanic

Grade10

Classifier's Evaluation Statement

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