

Dryden Policy Directive

Directive: DPD 3510.1

Effective Date: July 1, 1997

Expiration Date: July 1, 2002

RESPONSIBLE OFFICE: H/Human Resources Management and Development Office

SUBJECT: Position Classification

1. PURPOSE AND APPLICABILITY

Position classification and job grading provide the basic framework for personnel management at Dryden. The Center establishes, changes, and abolishes positions, and assigns duties and responsibilities to employees in order to accomplish its mission and functions. This Instruction, DMI 3510.1, supplements NPG 3510.1J to set forth specific provisions peculiar to Dryden.

2. AUTHORITY

A. Title 5, U.S. Code, Chapter 51.

B. Title 5, U.S. Code, Chapter 53.

C. Title 5, CFR, Part 511.

D. Title 5, CFR, Part 532.

E. NPG 3510.1J

3. RESPONSIBILITIES

a. The Center Director is responsible for developing and implementing a vigorous position classification program, consistent with applicable laws, regulations, policies, and conditions or limitations imposed by the Administrator or his designee.

b. The Chief, Human Resources Management and Development Office is responsible for:

(1) ensuring periodic classification surveys of the Dryden organization, once every 3 years. At Dryden, classification surveys will be carried out either as separate reviews, in conjunction with reorganizations, or as part of broader human resources

management reviews covering topics other than solely classification, such as position management reviews as outlined in DPD 3260.1; and

(2) providing an internal system for adjudication of position classification and job grading appeals. At Dryden, such appeals will be carried out in accordance with the provisions of NPG 3510.1J.

c. Line managers are responsible for deciding what duties and responsibilities each position will include, and may add, remove, or change assignments at any time. First-line supervisors are responsible on a continuing basis for ensuring that position descriptions are prepared when required, that they are kept current and accurate, that corrective action is initiated promptly when needed, and that employees have access to their position descriptions. Before proposing any type of position classification change, managers and supervisors are responsible for consulting with the staff of the Human Resources Management and Development Office to determine whether the proposed change is supportable, whether a new position description is needed, and the actions and procedures necessary to formally request the action.

d. The Personnel Management Specialists are responsible for providing consultation, advice, and assistance to managers on classification of proposed new positions, impact on classification of proposed changes in duties and responsibilities, expected impact of new classification standards, and similar matters. They also provide information and explanation to employees on the basis for classification of their position, appeal procedures, etc.

4. **RECORDS**

Official position description files, and files of classification appeals, will be maintained in the Human Resources Management and Development Office. In addition, organizational file copies of official position descriptions will be maintained by supervisors at appropriate levels, as determined by organization directors or office chiefs.

5. **DELEGATION OF AUTHORITY**

The Chief, Human Resources Management and Development Office is delegated the authority to review and determine the proper classification of all General Schedule (GS) positions and Federal Wage System (FWS) jobs at the Center. This authority has been redelegated to the Personnel Officer and the Personnel Management Specialists in that Office.

Kenneth J. Szalai
Director