

Subchapter 3. Position Classification Standards

3-2. MANDATORY USE OF STANDARDS

a. Position classification standards implementation. In order to meet the statutory requirement that agencies classify positions in conformance with published Office of Personnel Management position classification standards, those classification standards shall be implemented within six months of receipt.

b. Requests for extension of implementation period. The Department recognizes that Operating Administrations may require additional time for implementation in instances where large numbers of positions, a widely decentralized implementation effort or other extenuating circumstances are involved (e.g., significant work force impact, unusually complex standards, or extensive job analysis and position documentation requirements). Therefore, while Operating Administrations are expected to meet position classification standards implementation requirements, the Departmental Of-

vice of Personnel will consider requests for extension of time to accommodate unique or unusual implementation difficulties. If an extension is required, a request for extension should be submitted to the Departmental Director of Personnel shortly after receipt of the classification standards and must include:

- Identification of the standards involved,
- The reason for the extended implementation period,
- The number of positions affected in the agency by series,
- The estimated number of upgradings or downgradings by series, and
- A proposed timetable for implementation.

The Departmental Office of Personnel will review and coordinate approved extensions with the Office of Personnel Management as required.