

DEPARTMENT OF TRANSPORTATION  
OFFICE OF THE SECRETARY

DEPARTMENTAL PERSONNEL MANUAL SYSTEM

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DPM LETTER: 511-1

SUBJECT: Development of Position Classification  
and Qualification Standards

DATE: AUG 16 1985

The Office of Personnel Management (OPM) indicates it will resume issuing final and draft classification, job grading and qualification standards.

The first standards issued will be those completed or near completion at the time of the moratorium on standards development. These standards are identified in the attached list in the order we expect their release, and include final standards for the Civil Engineering and Logistics Management occupations, as well as draft General Schedule and Federal Wage System supervisory classification standards. In order to move quickly on the standards identified in the attachment, OPM will continue to suspend work on other standards projects and will not consider any agency requests for new standards projects.

OPM continues to require implementation of new classification standards within 6 months. However, we have indicated to OPM that we expect a significant workload in the implementation of several of these standards. Accordingly, OPM has indicated it will be willing to extend the 6-month implementation period upon specific request. Operating Administration requests for extension should be submitted to the Personnel Policy Division, M-16, after receipt of the classification standards and must include:

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

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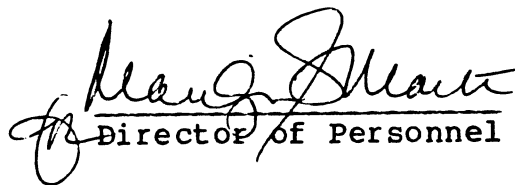
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OPM is also considering a number of other policy issues expected to affect future classification and qualification standards. Among these issues are the question of comparable worth, the status of several classification-related Congressional proposals, the development of agency-prepared classification standards, and the continuance of the Factor Evaluation System (FES) for classification.

Questions related to the issuance of classification and qualification standards may be directed to Mark Meza, Personnel Policy Division, on 426-4135.

  
Director of Personnel

Attachment

Tentative Schedule for Issuance of Classification,  
Job-Grading, and Qualification Standards

- |   |               |
|---|---------------|
| 1. Personnel Clerk and Assistant, GS-203                                  | Final C & Q   |
| 2. Aircraft Attendant, 8862   | Final JGS     |
| 3. Respiratory Therapist, GS-651  | Final C & Q   |
| 4. Park Ranger, GS-025  | Final C & Q   |
| 5. Soil Conservation, GS-457; and<br>Soil Conservation Technician, GS-458 | Final C & Q   |
| 6. Metal Forming Machine Operator, 3869                                   | Final JGS     |
| 7. GS Supervisory Standard  | Draft C       |
| 8. FWS Supervisory Standard   | Draft JGS     |
| 9. Paralegal Specialist, GS-950   | Final C & Q   |
| 10. Architect, GS-808   | Final C & Q   |
| 11. Import Specialist, GS-1889  | Final C & Q   |
| 12. Small Arms Repairer, 6610   | Final JGS     |
| 13. Agricultural Management, GS-475                                       | Draft C & Q   |
| 14. Aircraft Electrician, 2892  | Draft JGS & Q |
| 15. Small Craft Operator, 5786  | Final JGS & Q |

16. Pharmacology/Toxicology, GS-405/415	Final SCS & Q
17. Electronic Industrial Controls Mechanic, 2606	Final JGS & Q
18. Logistics Management, GS-346	Final SCS & Q
19. Bearing Reconditioner, 4850	Final Q
20. Medical Officer, GS-602	Final Q
21. Geology, GS-1350	Draft C & Q
22. Aircraft Operations, GS-2181	Draft C & Q
23. Pseudraulic Systems Mechanic, 8255	Final JGS & Q
24. Civil Engineering, GS-810	Final C
25. Pest Controller, 5026	Final JGS & Q

C - Classification Standard

Q - Qualification Standard

JGS - Job-Grading Standard

SCS - Series Coverage Standard