

Introduction

The Department of Defense (DoD), Civilian Personnel Management Service, Field Advisory Services Division, accepted a position classification appeal from the appellant. His position is covered under the Department of Defense National Security Personnel System and is classified as Supervisory Education Services Specialist, YA-1740-02. The appellant believes that his position should be placed in Pay Schedule YC, Pay Band 2.

Sources of Information

1. Appeal documentation received from the appellant's Human Resources Office.
2. Telephone audit with the appellant.
3. Telephone audit with the appellant's supervisor.

Reference

Department of Defense 1400.25-M, Subchapter 1920, April 2006.

Position Information

The appellant's position serves as a supervisor. The appellant's organization is functionally divided into an education and a training element with separate staff assigned to each of the respective areas. The education program is concerned with education programs involving voluntary participation in undergraduate/graduate, vocational, technical, and professional education programs. The assigned staff provides counseling and assists personnel in determining career and academic goals, testing and other methods of credit development, tuition assistance procedures, and a range of other educational services. The training program side of the organization is concerned with military on-the-job skills training programs. The staff assigned to this element administers, tailors, delivers, evaluates, and coordinates these programs for military members. As necessary, and depending on a variety of factors, staff members in either of the two functional areas may be reassigned to work in the other area.

The appellant directly supervises a staff of four personnel in the education program element: These include (1) Guidance Counselor, YA-1740-02, (1) Educational Technician (OA), GS-1702-07, and (2) Educational Technician (OA), GS-1702-05. In addition, he supervises a first level supervisor of the training program classified as Supervisory Education and Training Technician, YC-1702-01. The first level supervisor supervises a staff of three subordinate personnel that include (2) Educational Technician, GS-1702-07, and (1) Training Technician (OA), GS-1702-05.

In addition to his supervisory duties, the appellant performs a variety of non-supervisory duties. These include duties such as providing education counseling, approving waivers for the Tuition Assistance program, preparing required reports such as the Quality

Performance Measures, providing oversight to one Testing Examiner contractor and one Information Technology contractor, and overseeing the work of a Personnel Systems Manager position for which the appellant does not have full supervisory responsibility. The appellant's organization operates under the requirements and parameters of a Most Efficient Organization (MEO). He is responsible for ensuring that all contract requirements of the MEO are met. These require budgeting duties on the part of the appellant and redirection of staff resources as needed to fulfill mission requirements.

The appellant reports to the chief of his organization, a civilian position classified as YC-1740-02 with the organizational title of Director of Education and Training. The appellant's work products and recommendations, e.g., budgeting and personnel reassignments, are subject to review and approval by his supervisor.

Career Group, Occupational Code, and Title Determination

The appellant does not contest the career group or occupational code, or title of his position. His agency placed the position in the Standard Career Group with the occupational code of 1740 and the title as Supervisory Education Services Specialist. The appealed position requires a professional knowledge of education theories, principles, procedures, and practices of secondary, adult, or continuing education programs and their accrediting process. Such work is properly placed in the 1740 occupational code and, per Appendix 3 to Subchapter 1920, is properly assigned to the Standard Career Group. The appealed position exercises authorities consistent with those required of an immediate supervisor and those authorities are exercised over more than one subordinate non-supervisory position. As such, the position title is properly prefixed with the title of "Supervisory." Therefore, we concur with the agency determination of the placement of the appealed position in the Standard Career Group, the occupational code 1740, and the title of Supervisory Education Services Specialist.

Pay Schedule and Pay Band Determination

The appealed position performs non-supervisory work in addition to the exercise of supervisory duties. In this regard, the position is considered as a "mixed position" per the provisions of DoD 1400.25-M, Subchapter 1920.4.4, which states, "Supervisory positions that also include non-supervisory work are classified in the PS [Pay Schedule] and PB [Pay Band] with the highest rate range and thus may be classified in a non-supervisory PS but with a supervisory title."

Classification of a supervisory position requires consideration of the base level of the work, i.e., the level of work which *best represents* the work of the non-supervisory subordinates. Often, subordinate positions are classified in positions in more than one Pay Schedule and/or Pay Band. In the case of the appealed position, the appellant directly and indirectly supervises seven positions, one of which, a GS-1702-07 position, is vacant. One of the appellant's non-supervisory positions is classified as YA-1740-02, with all the remaining positions in the unit classified at the GS-1702-07 and GS-1702-05 levels. The level of work which best represents, and is most representative of the

appellant's subordinate non-supervisory workforce, is GS-1702 work at the GS-05 and GS-07 levels. As technician work, this level is convertible to Pay Band YB-02.

The appellant's non-supervisory duties are classifiable to Pay Schedule YA, Pay Band 2. At that pay band level, positions are full-performance/journey level positions. The employees are experienced workers who have gained competencies and skills either by work experience at Pay Band 1 or through relevant graduate study and/or experience. The employees carry out assignments independently. This level is appropriate for most installation and headquarters positions in DoD occupations in the YA Pay Schedule. The appellant's work does not meet the Pay Band 3 level in that his position is not considered to be at the subject matter expert/program manager level nor does it involve resolving problems or issues impacting programs that extend across Components or throughout a Component/Command, or equivalent organizations.

The position fully meets the criteria for an immediate supervisor. The appellant's position does not meet the criteria for an "intermediate" supervisor as identified in DoD 1400.25-M, SC 1920. The criteria establish that to be considered as such, a position must perform all of the required intermediate supervisory functions listed, to include making decisions on technical and personnel problems presented by subordinate *supervisors*, reviewing evaluations of non-supervisory employees rated by subordinate *supervisors*, and assuring equity of individual employee performance objectives, standards and ratings among subordinate *organizations*. The appealed position does not exercise supervisory authorities over multiple supervisors, nor are there any organizations subordinate to the one to which his position is organizationally located.

Applying the Level Conversion Chart for supervisors and managers in DoD 1400.25-M, SC 1920, the combination of immediate supervisor and base level at YB-02 converts the position to Pay Band 1 of the Supervisor/Manager Pay Schedule. The classification of the appellant's *non-supervisory* duties is properly established at Pay Schedule YA, Pay Band 2. The classification of the appellant's *supervisory* duties is to Pay Schedule YC, Pay Band 1. The rate range of Pay Schedule YA, Pay Band 2 exceeds that of Pay Schedule YC, Pay Band 1. The position, therefore, is properly classified to Pay Schedule YA, Pay Band 2.

Decision:

This position is properly classified as Supervisory Education Services Specialist, YA-1740-02.