

## **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 Human Resources Specialist (Information Systems/Military), YA-0201-02. 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 serves as a supervisor in the Personnel Information and Testing Organization. This organization is responsible for providing education, training, testing, systems management, military awards, decorations, and record functions for the Military Personnel Flight. The Personnel Information and Testing Organization is functionally divided into three units: the Awards and Records Unit, the Military Testing Unit, and the Personnel System Management Unit. The Awards and Records Unit is responsible for preparing, processing, and recording various decorations and awards; maintaining records on all assigned military personnel; conducting annual record audits; and processing higher headquarters requests in support of management level reviews and individual customer requests. The Military Testing Unit is responsible for managing and conducting the military testing program. The Personnel System Management Unit is responsible for insuring that the Personnel Data Systems are available, secure, and reliable; meeting customer requirements for personnel data, including data retrieval queries and end-of-day products; and providing training to personnelists in the use of PDS equipment.

The appellant directly supervises a staff of six civilian employees in the Personnel Information and Testing Organization. The positions include (1) Human Resources Specialist (Information Systems), YA-0201-02, (1) Human Resources Assistant (Information Systems), GS-0203-07, and (4) Human Resources Assistant (Military), GS-0203-05.

In addition to his supervisory duties, the appellant performs a variety of nonsupervisory duties. He administers the Military Personnel Data Systems and provides management

advisory services and guidance to users on technical aspects of the PC-III applications. He provides technical support to users to include system security, user account management, printer and peripheral management, and user access and connectivity. He analyzes agency procedures that affect local automated and nonautomated processes and operations and recommends modifications to meet local needs. He prepares, coordinates, and implements local procedures for system operations and troubleshoots/resolves problems of software and hardware compatibility with the LAN and operating systems. The appellant's organization operates under the requirements and parameters of a Most Efficient Organization (MEO).

### ***Career Group, Occupational Code, and Title Determination***

The appellant does not contest the career group, occupational code, or title of his position. His agency placed the position in the Standard Career Group with the occupational code of 0201 and the title as Supervisory Human Resources Specialist (Information Systems/Military). The appealed position provides a variety of human resources (HR) management services as well as consultation on the most effective alignment of HR systems to support strategic goals and objectives of the Military Personnel Flight. Such work is properly placed in the 0201 occupational code and, per Appendix 3 to Subchapter 1920, is properly assigned to the Standard Career Group. Subchapter 1920 also authorizes the use of parenthetical titles when appropriate to further identify duties and responsibilities performed and special knowledge and skills necessary to perform the work. The local activity added the parenthetical title (Information Systems/Military) to the basic title of this position because the appellant administers the Military Personnel Flight's computer systems and supervises the administration of military testing and the military personnel recognition program (awards, decorations, records, etc.). The appealed position exercises authorities consistent with those required of an immediate supervisor and those authorities are exercised over more than one subordinate nonsupervisory 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 0201, and the title of Supervisory Human Resources Specialist (Information Systems/Military).

### ***Pay Schedule and Pay Band Determination***

The appealed position performs nonsupervisory 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 nonsupervisory work are classified in the PS [Pay Schedule] and PB [Pay Band] with the highest rate range and thus may be classified in a nonsupervisory 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 nonsupervisory subordinates. Often, subordinate positions are classified in more than one Pay Schedule

and/or Pay Band. In the case of the appealed position, the appellant directly and indirectly supervises six positions. One of the appellant's nonsupervisory positions is classified as YA-0201-02, with all the remaining positions in the unit classified at the GS-0203-07 and GS-0203-05 levels. According to the local activity, the level of work which best represents, and is most representative of the appellant's subordinate non-supervisory workforce, is GS-0203-05. As technician/support work, this level is convertible to Pay Band YB-01.

This position fully meets the criteria for an immediate supervisor. Applying the Level Conversion Chart in DoD 1400.25-M, SC1920, for supervisory and manager positions in the Standard Career Group, the combination of immediate supervisor and base level at YB-01 converts the position to Pay Band 1 of the Supervisor/Manager YC Pay Schedule.

The appellant's nonsupervisory 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 classification of the appellant's *nonsupervisory* 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 Human Resources Specialist (Information Systems/Military), YA-0201-02.