

## **Introduction**

The Department of Defense (DoD), Civilian Personnel Management Service, Field Advisory Services Division, accepted a position classification appeal from the appellant. Her position is covered under the Department of Defense National Security Personnel System and is classified as Supervisory Resource Administrator, YA-0501-02. The appellant believes her 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 Supervisory Resource Administrator for the Medical Resource Management Flight. The appellant is responsible for the accounting, management, and effective use of the total resources allocated to the 347<sup>th</sup> Medical Group. The resources include money, manpower and personnel, facilities material, systems, and services.

The appellant directly supervises a staff of two civilians and two military personnel. The civilian positions are (1) Budget Analyst, YA-0560-02, and (1) Medical Financial Technician, YB-0503-02. The two military positions perform work that is equivalent to YB-0640-02 work.

In addition to her supervisory duties, the appellant performs a variety of nonsupervisory duties. She develops recommendations for policy changes and implements budgetary policies affecting the operation of the unit. She develops long-range plans which involve analyzing projected workload, current staffing levels, and space utilization and their impact on budgetary requirements, manpower, money, materials, facilities, and services. She serves as Chairman of the Cost Center Manager Committee. She oversees the formulation and execution of the operating and maintenance budget for the unit. She oversees management of the Cost Accounting System and Methods Improvement Programs for the hospital. The appellant serves as a Resource Advisor for the Medical group. The appellant reports to the 23<sup>rd</sup> Medical Group Commander.

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

The appellant does not contest the career group, occupational code, or title of her position. Her agency placed the position in the Standard Career Group with the

occupational code of 0501 and the title as Supervisory Resource Administrator. The appealed position requires a professional or analytical knowledge of a fiscal, financial management, accounting, or budgetary nature which cannot be classified in a more specific occupation. Such work is properly placed in the 0501 occupational code and, per Appendix 3 to Subchapter 1920, is properly assigned to the Standard Career Group. There are no titles specified for this occupation. The agency constructed title of Resource Administrator appropriately describes this work. 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 0501, and the title of Supervisory Resource Administrator.

### ***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 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 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 supervises four positions. One of the appellant's nonsupervisory civilian positions is classified as YA-0560-02, and the second is classified as YB-0505-02. The two military positions perform duties that are equivalent to YB-0640-02. According to the local activity, the level of work which best represents the appellant's subordinate nonsupervisory workforce is at the YB-02 level. 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-02 converts the position to Pay Band 1 of the Supervisor/Manager YC Pay Schedule.

This 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, SC1920. 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 her position is organizationally located.

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 by either 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 her 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 Resource Administrator, YA-0501-02.