

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 DoD National Security Personnel System (NSPS) and is classified as Supervisory Program Manager, YC-0340-02. The appealed position is located at the Tulsa District; Programs and Project Management Division; Military Environmental Project Management Branch.

The appellant believes that her position should be placed in Pay Band 3 of the YA Pay Schedule. In support of her contention, the appellant compares her position to a similar position within her agency. In adjudicating this appeal our only concern is to make our own independent decision on the proper classification of the appealed position. We must compare the position to the NSPS classification criteria rather than with another position.

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.
- 4.

References

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

Position Information

The appellant serves as the chief of the Military/Environmental Branch of the Programs and Project Management Division. In her capacity, she is responsible for managing the military construction (MILCON) and Hazardous, Toxic, and Radioactive Waste (HTRW) environmental restorations programs.

The appellant supervises the life cycle project managers in her branch who are involved in developing, coordinating, advising on and managing the projects under her purview. In performing her project management duties, she participates with staff and key personnel in defining projects and objectives and in preparing project management plans for the projects that are assigned. She coordinates major plans and recommends program decisions that affect long range actions for projects. She serves as the authoritative source for decisions and guidance in dealing with compromises and changes in project objectives. The appellant provides leadership in establishing management processes and conditions for effectively utilizing personnel and financial resources in the planning, engineering, and construction of life cycle processes. She oversees long-range planning for projects and negotiates with local, state, and other federal and private entities, particularly those concerned with environmental issues, regulations, and interests. Her representational duties include meeting with state, local, and municipal officials

concerning her assigned projects. In addition, she represents the organization at press conferences and public meetings to discuss projects including those that are sensitive and involve political considerations.

The appellant's other project management responsibilities include:

- Reviewing and evaluating the status of projects for attainment of overall objectives and plans.
- Overseeing the planning, design, and construction of projects in coordination with chiefs of other functional areas to ensure that projects are completed within District guidelines and objectives.
- Assisting the chief of her division in the presentation of project status and performance to the Project Review Board.
- Coordinating and obtaining appropriate level of approval for project cost estimates and schedule changes.
- Providing oversight for the development, coordination, and approval of memorandums of understanding, or other agreements requiring customer or higher headquarters approval.
- Overseeing the management, coordination, and reports on installation support program execution and all activities leading to the acceptance of work.
- Preparing revenue forecasts necessary for funding and manpower estimates to ensure availability of sufficient resources to support District and project objectives.
- Ensuring the resolution of project problems and making recommendations on controversial project issues.

The appellant is responsible for implementing overall project guidance and policy. She adapts and interprets policy to ensure a uniform and balanced project within the framework of policies and programs developed at higher organizational levels. She ensures that projects incorporate current science and technology and she establishes the framework and guidance for accomplishment of project objectives within the District's in-house and contractual capabilities.

Military projects managed by the appellant consist of new construction and renovation projects varying from new family housing to complex instructional facilities for air defense artillery training and industrial facilities for aircraft repair and maintenance activities. Environmental projects consist of water/wastewater treatment and performance based contracts for achievement of remedies in place. With regard to the latter, and as an example, is the awarding of a large project to clean a former rocket and grenade site to make way for new construction under Base Reduction and Closure. Collectively, the appellant manages some 30-50 HTRW projects annually. Approximately seventy percent of the appellant's projects are MILCON, with the remainder associated with the HTRW program. Some of the projects managed by the appellant are in support of other agencies, such as the Department of Homeland Security, and, on occasion, may be located outside of the District's normal boundaries.

The appellant manages a branch composed of (4) GS-13 professional interdisciplinary positions; (1) GS-12 professional interdisciplinary position; (2) Program Analysts, GS-343-11; (2) Program Analysts, GS-343-09; (1) Program Assistant (OA), GS-344-07; and (1) Administrative Support Assistant (OA), GS-303-06. A military officer currently assigned to the organization will be replaced with a GS-13 professional interdisciplinary position.

The appellant's position description of record and the documentation provided in her appeal package contain more information concerning her duties and responsibilities. That information is incorporated in this appeal decision.

Career Group, Occupational Code, and Title Determination

The appellant does not contest the assignment of her position in the Career Group, occupational code, or title. The agency has placed the position in the Standard Career Group with the occupational code of 340 and the title Supervisory Program Manager. The appealed position primarily requires knowledges and abilities and skills to direct the work of an organization comprised of professional, administrative, technical, and support employees. We concur with the agency's placement of her position in the 0340 occupational code. The position exercises the authorities and meets the criteria for a supervisor. Therefore, the position is properly titled Supervisory Program Manager and per Appendix 3 of Subchapter 1920, is properly assigned to the Standard Career Group.

Pay Schedule and Pay Band Determination

The appellant's agency placed the position in Pay Band 2 of Pay Schedule YC. The appellant believes her position should be assigned to Pay Band 3 of Pay Schedule YA. The classification criteria for Standard Career Group (YA) nonsupervisory positions include three Pay Bands:

At Pay Band 1, positions are entry/intern/developmental providing competencies, skills, and experiences to perform Pay Band 2 work.

At Pay Band 2, positions are at the full-performance/journey level. The employee is an experienced worker who has gained competencies and skills either by work experience at Pay Band 1 or through relevant graduate study and/or experience. The employee carries out assignments independently. This level is appropriate for most installation and headquarters positions in DoD occupations in this pay schedule.

At Pay Band 3, positions are subject matter expert/program manager level positions. At this level, employees are either subject matter experts or project/program managers. Work at this level typically involves responsibility for program development and/or oversight of major Department (OSD) level or Component/Command (or equivalent) level programs. The scope of the work is typically the "big picture" rather than "action officer work" and typically impacts the work of other experts. At this level, work involves independently resolving problems or issues, impacting programs that extend

across Components or throughout a Component/Command (or equivalent) organization. Organizations where this work resides typically include DoD agencies, military department headquarters, a major military command; and other organization with equivalent delegated program responsibility.

The appellant manages a range of assigned military construction and environmental assessment/remediation projects that are located primarily within her District. The principal duties include budget forecasting, planning, reporting, monitoring, coordinating, problem resolution, maintaining fund authorizations and cost controls for military projects, and developing and maintaining management information systems used to manage the District's military design, construction, and environmental restoration programs. The appellant's work does not meet the threshold of Pay Band 3. Unlike Pay Band 3, the appellant's work does not involve program development and/or oversight of major DoD level or Component/Command (or equivalent) level programs. Similarly, the resolution of problems by the appellant does not impact, as at Pay Band 3, programs that extend across Components or throughout a Component/Command (or equivalent) organization. Therefore, the position does not meet the criteria for assignment to the non-supervisory YA Pay Schedule.

The appealed position has the authorities, and exercises the responsibilities defined for an immediate supervisor. The base level of the appellant's subordinate work is at the GS-12 and GS-13 levels which are convertible under NSPS to Pay Band 2. Per the Level Conversion Chart in DoD 1400.25-M, SC1920, Appendix 5, for supervisory and manager positions in the Standard Career Group, the appealed position converts properly to Pay Band 2 of Pay Schedule YC. The position does not meet the stated criteria for designation as "Manager" because the appellant's organization does not include any subordinate supervisory positions.

Decision:

This position is properly classified as Supervisory Program Manager, YC-0340-02.