



Department of Energy

Washington, DC 20585

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MEMORANDUM FOR HUMAN RESOURCE DIRECTORS

FROM:

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SUBJECT:

POLICY GUIDANCE MEMORANDUM 3A
ADDRESSING MISCLASSIFIED POSITIONS

This memorandum provides policy guidance on how to consistently address misclassified positions within the Department and supersedes Policy Guidance Memorandum 3 dated September 9, 2009. There are several different circumstances that affect how a misclassified position should be addressed. These are discussed below:

- a. If it is determined that a position is classified to the wrong title, then the classification must be corrected.
- b. If it is determined that a position is classified to the wrong series, then the classification must be corrected. Note: The series determination may involve distinguishing between one-grade interval and two-grade interval work. Guidance on distinguishing between one-grade and two-grade interval work is contained in both the Introduction to the Position Classification Standards and the Classifiers Handbook. In making this distinction for an individual position, the characteristics and requirements of the work must be closely examined along with management's intent for the position.
- c. If it is determined that the grade level of a position is lower than the currently classified position of record, the classification must be corrected. If the position is encumbered, the servicing human resources specialist should work closely with the supervisor/manager of the position to identify appropriate duties and responsibilities that could potentially support the current grade level of record. The employee's position description must be re-written to incorporate these additional duties and responsibilities and the employee then must be re-assigned to the newly classified position description. If this solution is used, servicing HR offices must advise the supervisor/manager of the position that they are responsible for assigning the duties in the newly classified position description to the employee.
- d. If the encumbered position cannot be re-written to support the currently classified position, the responsible Human Resources Director must submit a written request for Headquarters policy review. The request must outline what steps were taken to resolve the issue up to that point, and include copies of all supporting documentation. These requests must be submitted to the Human Capital Policy Division (HC-11) for guidance on appropriate next steps.
- e. Vacant positions identified for downgrading or upgrading because of a classification error, application of a new classification standard, or action taken by authority outside of DOE (OPM appeal, MSPB decision, etc.) must be reclassified to reflect the correct grade level before filling the position.

If you have questions or need clarification, please contact Jennifer Ackerman at 202-586-3860 or jennifer.ackerman@hq.doe.gov

