

~~ADMINISTRATIVE - INTERNAL USE ONLY~~(b) (2)
(b) (3)~~ADMINISTRATIVE - INTERNAL USE ONLY~~**Date:** 05/12/97**Category:** 20 - Human Resources **OPR:** HRM**Title:** AR 20-11 POSITION CLASSIFICATION*This regulation was written by the Policy Group, Human Resource Management,***11. POSITION CLASSIFICATION**

SYNOPSIS. This regulation states policies, authorities and responsibilities for the Agency's decentralized position classification program. *(NOTE: Boldfaced text in this regulation indicates revisions.)*

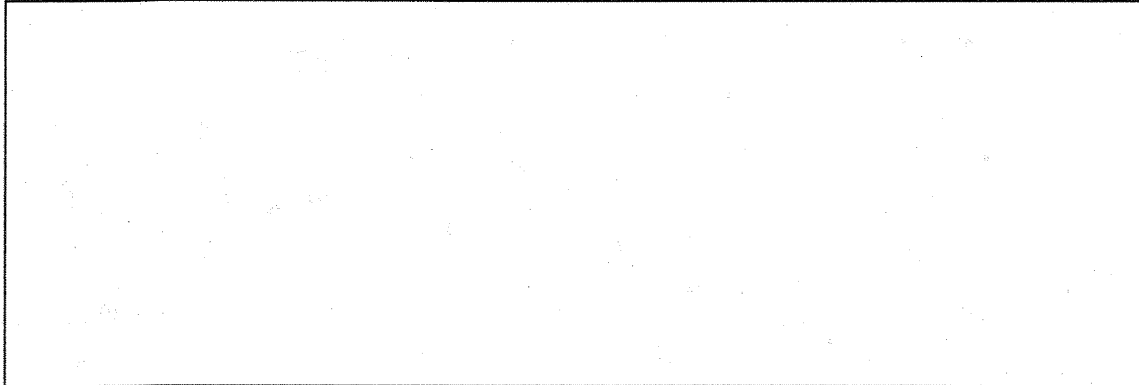
- a. **AUTHORITY.** Section 8 of the Central Intelligence Agency Act of 1949, as amended (50 U. S. C. 403j).
- b. **POLICY.** The objectives of the decentralized position classification program are to maintain internal job and pay equity within occupations Agencywide and provide managers with flexibility and authority, and make them accountable for managing their organizational structures, positions, grade points, and job classifications. The Agency generally applies the principles and concepts of the Federal Government classification system and follows the pay practices below:
- (1) The basic principles and concepts of the **Office of Personnel Management's (OPM) Factor Evaluation System (FES), as modified**, for classification of Agency General Schedule (GS) positions.
 - (2) The prevailing rate systems for classification of local-area wage positions.
 - (3) Lead agency pay practices for classification of Government Printing (GP) and Graphic Arts (GA) positions.
 - (4) **Lead agency practices** for classification of foreign national (FBN) positions of the Foreign Broadcast Information Service (FBIS).
 - (5) The military occupation classification system for Agency positions requiring military personnel.

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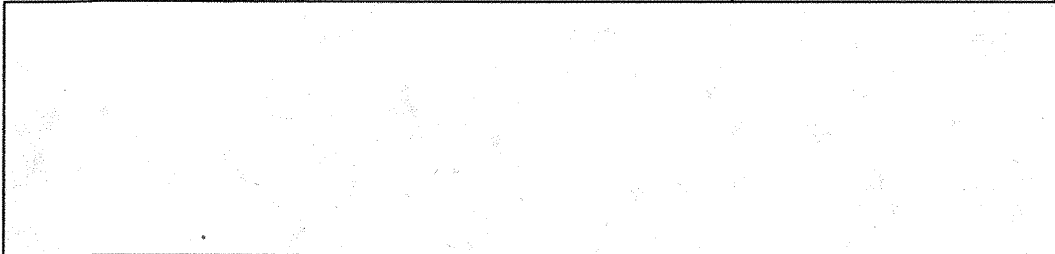
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c. DEFINITIONS

- (1) **POSITION.** The aggregate duties and responsibilities an Agency manager assigns to an employee.
- (2) **POSITION CLASSIFICATION.** The designation, evaluation, and approval of positions by salary or wage schedule, position title, occupational code, and grade.

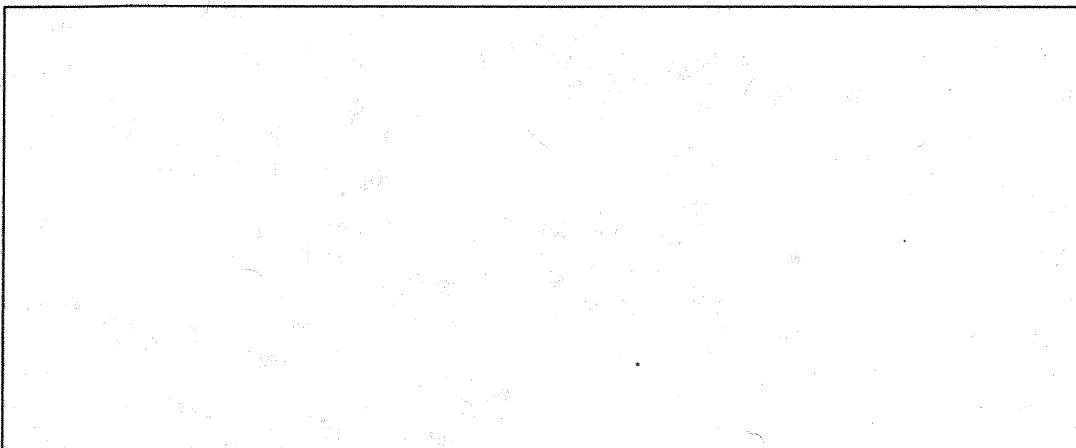


- (6) **AGENCY FES POSITION CLASSIFICATION STANDARD.** The Agency FES criteria established as a standard for benchmark position descriptions used to classify GS positions in an occupational group.

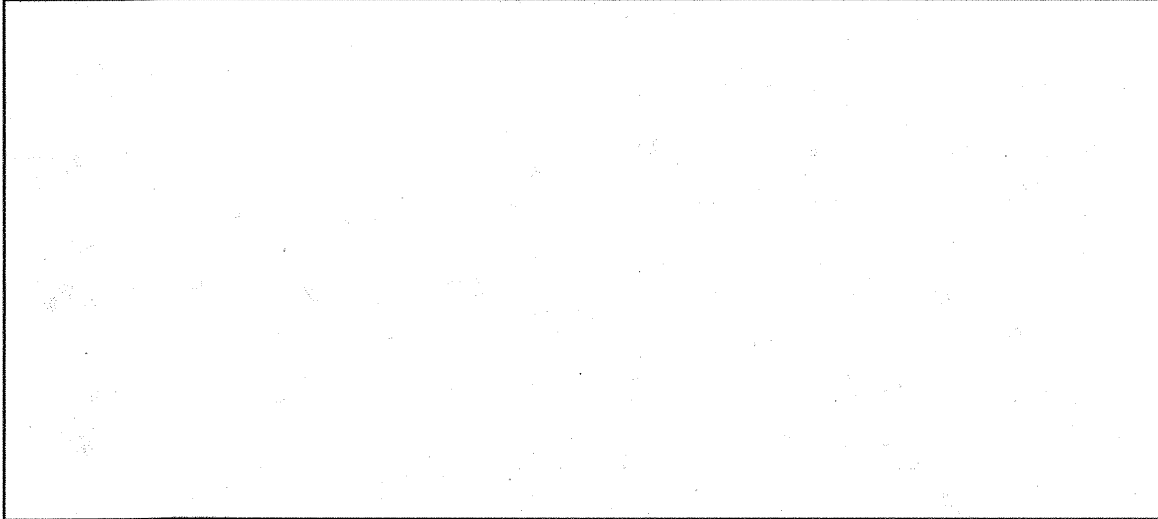


d. DECENTRALIZED POSITION CLASSIFICATION PROGRAM

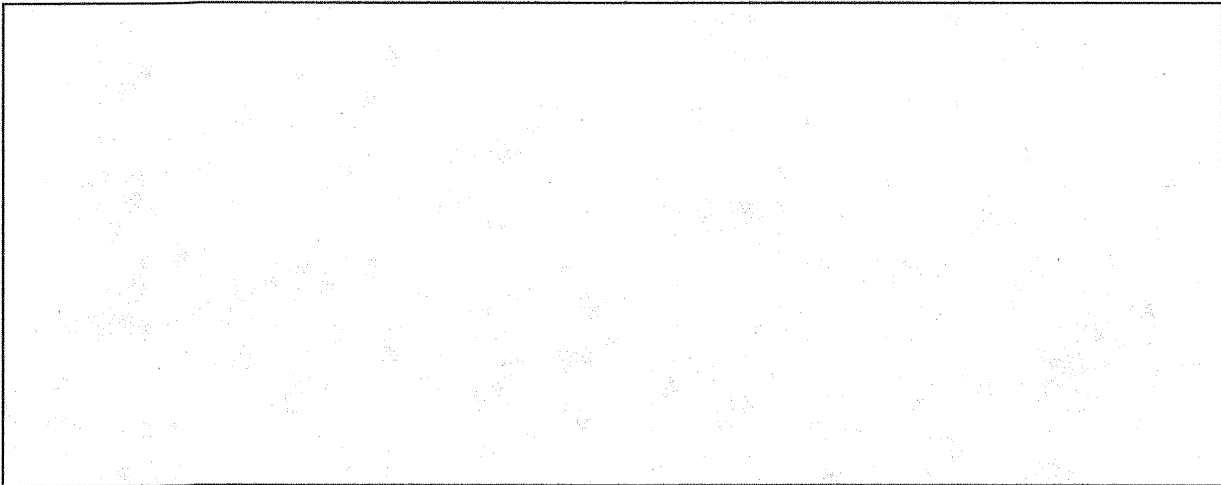
- (1) Agency managers, assisted by component Human Resource Management (HRM) officers, evaluate positions and determine proper titles, occupational codes, grades, and Career Service designations by applying appropriate generic benchmark position descriptions or lead agency practices as follows:



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- (3) **HRM** issues revised staffing complements reflecting manager-approved **organizational structure and position classification changes.**



I. RESPONSIBILITIES

(1) HEADS OF INDEPENDENT OFFICES OR HEADS OF CAREER SERVICES WILL:

- (a) Ensure managers and supervisors **under their jurisdiction** are aware of their responsibility for **applying the principles of the Agency's decentralized position classification and management program to maintain pay equity and align organizational structures and design jobs effectively and efficiently.**
- (b) Ensure **managers and supervisors periodically review generic benchmark position descriptions** for accuracy of occupational coverage and proper levels of work and recommend changes **for the Director, HRM's approval.**

(2) MANAGERS AND SUPERVISORS WILL:

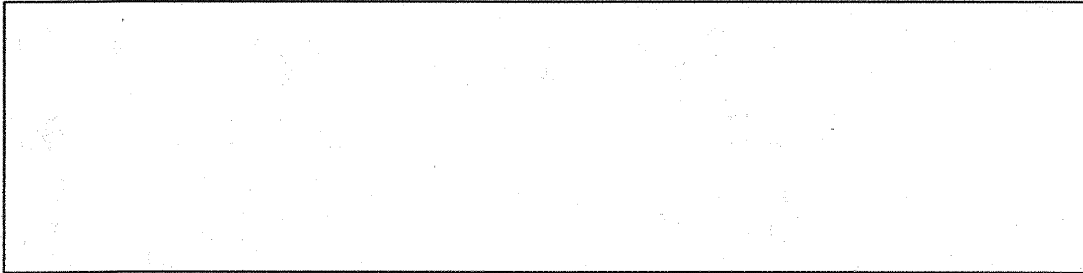
- (a) Be familiar with and apply the principles of the Agency's **decentralized**

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position classification system.

- (b) **Recommend effective and efficient alignment of organizational structures and job designs.**
 - (c) **Recommend sound position classifications.**
 - (d) **Review generic benchmark position descriptions periodically for continued accuracy of occupational coverage and proper levels of work and recommend changes for the Director, HRM's approval.**
- (3) **THE DIRECTOR, HRM WILL:**
- (a) **Provide advice and guidance to Agency managers on the position classification program.**
 - (b) **Maintain Agency generic benchmark position description standards.**



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