



Department of Energy

Washington, DC 20585

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MEMORANDUM FOR HUMAN RESOURCE DIRECTORS

FROM:


SARA J. BONILLA, DIRECTOR
OFFICE OF THE CHIEF HUMAN CAPITAL OFFICER

SUBJECT:

GUIDANCE MEMORANDUM #3:
Addressing Misclassified Positions

This memorandum provides policy guidance on how to consistently address misclassified positions within the Department and is effective immediately. There are several different circumstances that affect how a misclassified position will be addressed. These are discussed below:

If it is determined that a position is classified to the wrong title, then the classification must be corrected immediately.

If it is determined that a position is classified to the wrong series, then the classification must be corrected immediately. Note: The series determination involves distinguishing between one-grade interval work 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 in establishing the position.

If it is determined that the current grade level of a position is more than one grade level higher than it should be, the classification must be corrected immediately. At which time, the position will be downgraded and the employee given grade/pay retention (see 5 CFR Part 536, Subparts B and C).

If it is determined that the current grade level of a position is one grade level higher than it should be, the position description must be immediately annotated incumbency only, and must be reclassified to reflect the correct grade level at the time the position becomes vacant.

Vacant positions identified for downgrading or upgrading because of classification error, application of new standards, or action taken by authority outside of DOE must be reclassified to reflect the correct grade level before filling the position.

If you have questions or need clarification, please contact either Vivian Clark at 202-586-2167, e-mail address Vivian.Clark@hq.doe.gov; or Joyce Hayes at 202-586-3270, e-mail address Joyce.Hayes@hq.doe.gov.

