

## **Classification Guidance for Supporting Financial Manager, GS-505-14**

USACE job descriptions must accurately describe assigned duties and responsibilities, and be properly classified, consistent with OPM classification standards, appeal decisions, and supplementing guidance from DOD, Army and this headquarters. Not only is this a statutory requirement on which our delegated personnel management authorities are dependent, the requirement is in consonance with the Corps of Engineers' strategic vision and its three major goals regarding people, process and communication. We need to send a strong signal to every USACE employee that they will be properly compensated for the duties they perform, and that compensation is equitable, fair and consistent across the command. We demonstrate this support by properly classifying their respective positions.

With the exception of the Baltimore District, no district will have a Chief, Resource Management (RM) position properly classified above the GS-14 level. District RM positions will generally be at the GS-13 or GS-14 level, although a rare GS-12 is possible. Whether a position will support the GS-14 level is generally dependent on application of the General Schedule Supervisory Guide (GSSG). Occasionally a position may also meet the GS-14 level using the GS-505 Financial Management standard, but a position which does not support a GS-14 using the GSSG probably does not support a GS-14 using the GS-505 standard. Therefore, any position you believe is supportable at the GS-14 level solely based on application of GS-505 criteria must be forwarded to this headquarters for approval. This applies to GS-14 positions currently graded based solely on the GS-505 standard as well as any such proposed positions. Address such requests to the Directorate of Human Resources

A key factor in the classification of RM positions is the number of subordinate supervisors. While some credit subordinate supervisors to support a GS-14, the job descriptions of the credited subordinates do not always indicate they are classified as full supervisors (performing GSSG supervisory duties 25% of the time) and sometimes they are not coded as supervisors in the Modern Defense Civilian Personnel Data System. Our goal to improve the supervisory ratio in the command may have led to removal of supervisory duties from subordinate job descriptions. This cannot be done without assessing the impact of this decision on the RM position.

In order to support a GS-14 grade level, the following conditions must be met:

- a. There must be two subordinate GSSG supervisors. These positions must be coded as supervisors in the Modern DCPDF as well as assigning appropriate GSSG supervisory duties for at least 25% of the time.
- b. The RM must report to the district Commander or the full Deputy Commander.
- c. There must be a base level of GS-11.

Enclosure 1

## **GSSG Factor Level Guidance:**

**Factor 1 – Program Scope and Effect.** The work of the Resource Management Office is administrative and technical. Financial management services are provided to the district, which is equivalent to a small to medium military installation. The services provided support and significantly affect the district's missions through proper execution of financial management and funding programs. USACE supplemental GSSG guidance states that district staff support positions generally directly impact the district, but do not normally directly affect a wide range of Army activities, the activities of other agencies, or outside interests. Based on many OPM and DOD appeal decisions on Corps positions, staff support positions at the district level will not exceed Level 1-2.

**Factor 2 – Organizational Setting.** To achieve Level 2-3, the RM must report directly to the District Engineer or to the full Deputy District Engineer, who directs work carried out in the district through several GS-15 positions.

**Factor 3 – Supervisory and Managerial Authority Exercised.** As a minimum, RMs perform the basic supervisory duties described in Level 3-2c.

RM positions generally will not meet Level 3-3a since they are not closely involved with agency-level officials in the development of the overall goals and objectives for the agency's resource management program. The level of involvement in program development and program management activities contemplated by Level 3-3a is not required of this position. Overall goals, objectives and policies are established by HQUSACE and the MSC. The incumbent must submit proposed long-range plans through the MSC to HQUSACE.

To achieve Level 3-3b, there must be a minimum of two GSSG subordinate supervisors or GS Leader Grade Evaluation Guide, Part II, team leaders to credit the responsibilities as described in Level 3-3b.

In order to credit Level 3-4, the delegated managerial and supervisory authorities included at lower levels of this factor must be met. Since Level 3-3a is not met, Level 3-4 cannot be credited.

## **Factor 4 – Personal Contacts.**

*Subfactor 4A – Nature of Contacts.* Generally, 4A-2 is assigned for districts based on their organizational level and nature of their contacts at the District level. Contacts are primarily with managers and supervisors within the district and the MSC. Contacts with representatives from other Federal, state and local agencies are not equivalent to the high ranking officials at bureau and major organizational levels of the agency. However, 4A-3 may be justified if RM contacts include Congressional members and/or their staff, cost-share partners from state and local governments, etc. Contacts should be on a reasonably frequent basis.

*Subfactor 4B – Purpose of Contacts.* Generally, 4B-3 is assigned for district RMs based on the contacts described in 4A. The purpose of these contacts is to influence, motivate or persuade persons or groups to accept decisions, opinions or take actions related to meeting and advancing fundamental goals and objectives of resource and financial management programs. Decisions or recommendations include the commitment or distribution of major resources that often are characterized by ongoing and significant organizational conflict, competing objectives, major resource limitations or reductions, or similar issues. Persons contacted are sufficiently skeptical and uncooperative requiring highly developed communications, negotiation, conflict resolution, leadership and similar skills.

**Factor 5 – Difficulty of Typical Work Directed.** The grade level of the nonsupervisory work that best characterizes 25% or more of the workload of the RMO is GS-11. While some districts have established several GS-12 positions, the total GS-12 workload is generally not sufficient to support a GS-12 base level. Therefore, Level 5-6 should be credited for the base level.

**Factor 6 – Other Conditions.** District RMs do not meet the criteria for Level 6-5a, which requires supervising GS-12 level work or Level 6-5b, which requires supervision of GS-13 work involving extreme urgency, unusual controversy, or other comparable demands. Team leaders and positions that do not meet the minimum requirement for evaluation by the GSSG cannot be credited as a supervisor for this factor. RMs that do not have two subordinate GSSG supervisors who each direct substantial workloads comparable to the GS-11 level cannot be credited with Level 6-5c and therefore may only be credited with Level 6-4a. District RMs that manage work through two or more subordinate GSSG supervisors who each direct substantial workloads comparable to the GS-11 level meet the criteria for Level 6-5c.