

REQUEST FOR COMMENTS
DRAFT JOB FAMILY STANDARD FOR PROFESSIONAL AND ADMINISTRATIVE
WORK IN THE ACCOUNTING, AUDITING, AND BUDGET GROUP, 0500

Please provide your comments and suggestions to OPM by March 29, 2019.

Note: The draft Job Family Standard is for test application only. Do not use the grade level criteria in the attached draft to classify positions until the U.S. Office of Personnel Management issues the standard in final form.

Information Requested From All Agencies

We would like subject matter experts and human resources officials to answer the following questions about this draft job family standard (JFS):

1. Is the occupational information for each series appropriate and sufficient? If not, please provide any additional narrative information you believe we should add.
2. Are the proposed series names appropriate? If not appropriate, please provide appropriate series names and written justification.
3. Do the proposed titles reflect the accounting, auditing, and budget work in your agency?
4. Do you see a need to establish specialty areas (i.e., parenthetical titles) in any of the covered series? If so, please explain in detail, and provide titling suggestions.
5. Are additional illustrations needed for any series? If so, please submit suggested illustrations with your comments.
6. Do you have any additional comments or proposed revisions to the draft JFS?

Information Requested From ALL Agencies

Please test-apply the draft JFS to a sufficient number of positions to determine if it meets your classification needs and support your estimates of potential impact. The results of your test application will provide vital information we need to produce the final standard. Please provide information on the following:

1. The *position descriptions (PDs)* by title, series, and grade level that you evaluated using the draft standard. In addition, provide the *number of positions* covered by each PD you tested. For example, one standardized PD may cover 7 positions.
2. The potential impact on each position description, i.e., whether it would be upgraded, downgraded, or remain the same, and the number of employees that will be affected.
3. Copies of PDs that would change in grade level. Include an evaluation statement or an explanation of:
 - (a) How the position was classified using the present standard; and
 - (b) Why the grade changed after applying the draft criteria?

As you conduct the test application, do not include positions if there is any question about the accuracy of the current grade. However, if you have positions that have been especially difficult to classify under the existing standards, please apply the draft JFS to these positions and provide copies of the position descriptions. In addition, tell us if the draft JFS was easier or more difficult to apply than the existing standard.

How Do You Submit Comments?

In response to the requests outlined above, provide a consolidated set of agency comments, including both:

- (a) Comments representing the agency's overall feedback; and
- (b) Representative comments from subject matter experts and subordinate locations to support your feedback.

Please submit comments in accordance with your agency's guidelines. Suggestions for change will be particularly helpful if you include the rationale and examples for the suggested change.

Please send your response by email to fedclass@opm.gov or by hard-copy to the address below:

U.S. Office of Personnel Management
Talent Acquisition and Workforce Shaping
Classification and Assessment Policy
1900 E Street, NW, Room 6500
Washington, DC 20415-8330

Individuals who wish to send personal comments should send them to the same address.