



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT  
Washington, DC 20415

Employee Services

Wednesday, April 13th, 2016

**MEMORANDUM FOR: Human Resources Directors**

FROM: KIMBERLY A. HOLDEN  
DEPUTY ASSOCIATE DIRECTOR, Recruitment and Hiring

Subject: Federal Wage System Job Grading Standard for Custodial Work, 3566.

The U.S. Office of Personnel Management (OPM) would like to invite your agency to participate in an occupational study for the Federal Wage System Job Grading Standard for Custodial Work, 3566.

I am pleased to invite you and/or your agency subject matter experts (SMEs) to participate in OPM's Classification and Assessment Policy's upcoming focus group sessions to discuss the Federal Wage System Job Grading Standard for Custodial Work. The purpose of the meeting is to discuss agencies' current experiences classifying this type of work. We are specifically interested in how this work has changed in agencies since the issuance of the previous job grading standard in September 1968. We are seeking agency participants who have regular and substantial experience with custodial jobs as detailed in the descriptions below.

**Human Resources Specialist SME Description:**

The ideal Human Resources SME is a staffing/classification specialist or HR functional liaison who deals primarily with custodial positions. The SME will have worked with hiring managers and staff members to create Job Opportunity Announcements, occupational questionnaires and reviews resumes. The SME will have first-hand knowledge of the job functions, competencies, skills, experiences and background necessary to perform successfully custodial work. The SME should be able to share their experiences in positions and speak to the benefits and challenges in utilizing the existing job grading standard.

**Custodial SME Description:**

The ideal custodial SME is a hiring manager who employs a variety of employees in custodial-related jobs at a range of grade levels. The SME will have first-hand knowledge of the job functions, competencies, skills, experiences and background necessary to successfully perform custodial work. The SME should also have experience in filling custodial jobs and can speak to the benefits and challenges of utilizing the existing job grading standard.

We are seeking SMEs to participate in our focus groups and lead agencies to work closely with us on this occupational study. SMEs must meet the criteria or SME descriptions as provided above. Attendance is limited to SMEs with specific knowledge of custodial work within the Federal Government. Please submit your SMEs name, agency, email, and telephone contact information to [fedclass@opm.gov](mailto:fedclass@opm.gov) no later than **April 22, 2016**. Please contact Patricia House with any questions at [patricia.house@opm.gov](mailto:patricia.house@opm.gov) or (202) 606-2950. Thank you in advance for your assistance with this effort.