



## UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

The Director

Wednesday, July 19, 2000

### **MEMORANDUM FOR: Human Resources Directors**

**FROM:** HENRY ROMERO (...signed July 18, 2000) ASSOCIATE DIRECTOR  
FOR WORKFORCE COMPENSATION AND PERFORMANCE

**Subject:** Draft Job Family Position Classification Standard for Administrative  
Work in the Information Technology Group, GS-2200A

The Office of Personnel Management (OPM) continues to develop job family standards as part of our initiative to simplify the General Schedule classification system. One of the products of our ongoing studies is a new occupational group for Information Technology (IT). The present proposed standard, the draft Job Family Position Classification Standard for Administrative Work in the Information Technology Group, GS-2200A, will replace the current position classification standard for the Computer Specialist Series, GS-0334. It covers all positions currently assigned to the GS-0334 series as well as work in some other series that have a paramount requirement for knowledge of information technology principles, methods, and practices (e.g., some work now classified under the Telecommunications Series, GS-0391, and the Miscellaneous Administration and Program Series, GS-0301). We will formally establish the new occupational group, Information Technology Group, GS-2200, concurrently with the publication of the final standard.

This draft is the product of the continuing partnership among OPM, agency human resources components, and the IT community. The standard reflects information gathered from agency subject matter experts and line managers at focus group meetings conducted earlier this year. We plan to convene more focus groups during the review period to collect additional information and illustrations.

The draft standard includes the new parenthetical specialty titles issued for governmentwide application in March 2000. We made minor revisions to the parenthetical titles in response to input from the subject matter expert focus groups.

As is our normal practice, we are transmitting the standard to your agency's classification program chiefs. We are providing you with a separate notice of this release for planning purposes. The draft is accessible on the OPM web site at [opm.gov/fedclass/html/draft.htm](http://opm.gov/fedclass/html/draft.htm).

We will continue our efforts over the coming months to work through the Human Resources Management Council (formerly the Interagency Advisory Group of Federal Personnel Directors) and the Federal Chief Information Officers Council to study other occupations that may become part of this new occupational group.

If you have questions or would like to discuss the draft job family standard, please contact Judith A. Davis, of my staff, at (202) 606-2950.