



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

December 28, 2001
MSG-2001-104

MEMORANDUM FOR: Human Resources Directors

FROM: Doris Hausser, Assistant Director for Performance and Compensation Systems Design

Subject: Draft Job Family Position Classification Standard for Administrative Work in the Investigation, Enforcement, Inspection, and Compliance Group, GS-1800

The Office of Personnel Management is about to release the Draft Job Family Position Classification Standard for Administrative Work in the Investigation, Enforcement, Inspection, and Compliance Group, GS-1800. Comments will be due by March 29, 2002.

Using the lead agency test approach, we assigned the following agencies as leads for review and test of the full draft job family standard:

Lead Agency	Assignment
Department of Justice	Draft Job Family Position Classification Standard for Administrative Work in the Investigation, Enforcement, Inspection, and Compliance Group, GS-1800
Department of the Treasury	
Environmental Protection Agency	

We also assigned the following agencies as leads to review, test, and provide comments on the draft standard for positions currently classified to some specific series, as indicated below:

Lead Agency - Specific Series	Series Assignment	
Department of Labor	Wage and Hour Compliance	GS-0249
	Mine Safety and Health	GS-1822
Equal Employment Opportunity Commission	Equal Opportunity Compliance	GS-0360
	General Investigating	GS-1810
Securities and Exchange Commission	Securities Compliance Examining	GS-1831
Department of Agriculture	Agricultural Commodity Warehouse Examining	GS-1850

As in the past, we will continue to:

- accept all timely comments, including those from non-lead agencies; and
- carefully review, assess, and incorporate comments from all sources in the final product.

As is our normal practice, we will email your classification chiefs a copy of this memo and an advance copy of the draft job family standard. We will also notify your classification chiefs again when those draft documents are available on our Web site for downloading. We are providing you with this separate notice for planning purposes.

If you have questions or would like to discuss this draft job family standard, please contact Judith A. Davis or Delmar D. White, of my staff, at (202) 606-2950. Their email addresses are jadavis@opm.gov or ddwhite@opm.gov, respectively.

cc: Agency Classification Chiefs