



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

The Director

Tuesday, May 20, 2003

MEMORANDUM FOR: Human Resources Directors

FROM: Ellen E. Tunstall, Deputy Associate Director for Talent and Capacity Policy

Subject: Draft Job Family Position Classification Standard for Professional and Administrative Work in the Medical Sciences Group, GS-0600

Director Kay Coles James has approved the release of the Draft Job Family Position Classification Standard for Professional and Administrative Work in the Medical Sciences Group, GS-0600. We request your comments by September 30, 2003.

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

- The Department of Defense, and
- The Department of Health and Human Services.

In addition, all other agencies should conduct a general review of the positions covered by this draft standard and provide feedback to us. So you can begin your review, we have made an advance copy of the draft job family standard in Word 2002 and PDF formats available through an Office of Personnel Management (OPM) FTP server. The URL for the server is <http://apps.opm.gov/pubclass>. The USERID is "pubclass," and the password is "classify." We will notify you by email when the draft is available for downloading from the OPM Web site.

We rely on agency human resource officials with positions covered by this draft job family standard to contact subject matter experts and program management officials to make sure they are aware of the release of this draft standard and to seek their input. We depend on their input, along with yours, so that we can make appropriate adjustments to produce a final standard with information that will meet your needs

If you have questions or would like to discuss this draft job family standard, please contact Shirley K. Ammon or Kimberly Mabry, of my staff, at (202) 606-2950. Their email addresses are skammon@opm.gov or kxmabry@opm.gov, respectively.

Attachments:

[Attachment 1](#)

cc: Agency Classification Chiefs

Request For Comments

Please provide your comments and suggestions to OPM by September 30, 2003

Note: Do not use the grade level criteria in the attached draft to classify positions until the Office of Personnel Management issues the standard in final form.

Information we need from agencies with covered positions

Subject matter experts and human resources officials in **both lead and non-lead agencies** should answer the following questions about this draft job family standard (JFS).

1. Is the occupational information in each series appropriate and sufficient, especially for nonresearch work and for the GS-0601 series? If not, please suggest any additional narrative information you believe we should add.
2. Are the proposed series name changes appropriate?
3. Do the proposed titles reflect the professional and administrative 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. Do you concur with the two proposed series realignments (i.e. , GS-0637 and GS-0639 to the GS-0601 series)? If not, please explain.
6. Are additional illustrations necessary for specific series in your agency? If so, please develop and submit them with your comments.
7. Do you see any series consolidation possibilities? Please explain.
8. Do you have any changes or additions to the glossary (Appendix G in the draft JFS)? Please submit additional suggested terms and definitions, along with the governing references.

Additional information we need from lead agencies

Please apply the draft JFS to a sufficient number of positions to determine if it meets your classification needs and supports your estimates of potential impact. Follow the instructions in the **HOW TO USE THESE GRADING CRITERIA** section (formerly called HOW TO USE THIS STANDARD), particularly focusing on how to interpret and use the illustrations. The results of your test application will provide vital information we need to produce the final standard. Please report on the following:

1. The number of positions/position descriptions/standardized position descriptions by title, series, and grade level that you evaluated using the draft standard. In addition, provide the number of employees covered by each position description that you tested. For example, if you are reporting on the number of "standardized position descriptions (SPDs)" tested, we need to know how many employees are covered by each SPD.

2. The potential impact on these positions, i.e. , the number of positions that would be upgraded, downgraded, or remain the same. Again, please provide the number of employees that would be impacted.
3. Copies of position descriptions 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.
4. Do the factor level descriptions (FLDs) along with the illustrations provide sufficient information to properly evaluate professional and administrative work in the GS-0600 Group?
5. Are the number and variety of illustrations sufficient to use in applying the standard?

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

How do you submit comments?

In response to the requests outlined above, we would like to have 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 to the following address:

U. S. Office of Personnel Management
Division for Strategic Human Resources Policy
Center for Talent and Capacity Policy
Standards, Competencies, and Assessment Development Group
1900 E Street, NW, Room 6H31
Washington, DC 20415-8330

Individuals who wish to send personal comments should send them to the same address. If you would like to discuss the draft or obtain additional information, contact Kimberly Mabry at (202) 606-2950, kxmabry@opm.gov.

Background

Occupational Study and Draft Standard. We conducted this study to update the existing position classification standards for professional and administrative work in the Medical, Hospital, Dental, and Public Health Group using the job family standard (JFS) method and format. The draft Job Family Position Classification Standard for Professional and Administrative Work in the Medical Sciences Group, GS-0600, covers all two-grade interval professional and administrative positions.

We developed the grading criteria in this draft JFS using the Factor Evaluation System (FES) format with factor level descriptions and illustrations that relate the concepts from the Primary Standard to the individual sciences. In general, the factor level descriptions and illustrations reflect the most common types of nonresearch work identified and observed during OPM's onsite factfinding in participating agencies.

Accommodating Changes in the Occupations - Major Proposals. While many of the basic theories and concepts in the medical science fields remain unchanged, there have been dramatic advancements in treatment methods and technology to the extent that existing classification guidance does not adequately reflect these advancements. Consequently, in addition to universally updating the terminology, this draft also:

- Shortens the occupational group title from the Medical, Hospital, Dental, and Public Health Group to "Medical Sciences;"
- Renames 21 of the existing series, as indicated below;
- Cancels two series and realigns the work to the General Medical Sciences Series, GS-0601:
 - Manual Arts Therapist Series, GS-0637; and
 - Educational Therapist Series, GS-0639; and
- Establishes grade level criteria for:
 - Physician Assistant, GS-0603;
 - Podiatry, GS-0668; and
 - Prosthetics Services, GS-0672.

Additional Changes. With the completion of this JFS, the one-grade interval aid work in the Orthotics and Prosthetics Series, GS-0667, will be deleted. The deletion reflects changes in the career field, how work is accomplished, and advancements in technology. Issuance of this job family standard in final form will:

- Rename the occupational group;
- Eliminate two series;
- Rename series and position titles;
- Eliminate one-grade interval aid work from the GS-0667 Series; and
- Replace the following position classification standards and flyers:

Position Classification Standards and Flysheets	Series
1. General Health Sciences	GS-0601
2. Medical Officer	GS-0602
3. Physician's Assistant	GS-0603
4. Nurse	GS-0610
5. Dietitian and Nutritionist	GS-0630
6. Occupational Therapist	GS-0631
7. Physical Therapist	GS-0633
8. Corrective Therapist	GS-0635
9. Manual Arts Therapist	GS-0637
10. Recreation/Creative Arts Therapy	GS-0638
11. Educational Therapist	GS-0639
12. Medical Technologist	GS-0644
13. Pharmacist	GS-0660
14. Optometrist	GS-0662
15. Speech Pathology and Audiology	GS-0665
16. Orthotist and Prosthetist	GS-0667
17. Podiatrist	GS-0668
18. Medical Records Administration	GS-0669
19. Health Systems Administration	GS-0670
20. Health Systems Specialist	GS-0671
21. Prosthetic Representative	GS-0672

Position Classification Standards and Flyers	Series
22. Hospital Housekeeping Management	GS-0673
23. Dental Officer	GS-0680
24. Public Health Program Specialist	GS-0685
25. Sanitarian	GS-0688
26. Industrial Hygiene	GS-0690
27. Consumer Safety	GS-0696

The following table introduces other proposed changes:

Proposed Change	Explanation/Rationale
Renames the General Health Science Series, GS-0601, to the General Medical Sciences Series, GS-0601.	Recognizes our change to the name of the occupational group.
Renames the Medical Officer Series, GS-0602, to the Medical Official Series, GS-0602.	Conforms to our previous decision to discontinue use of the position title as the series name.
Renames the Physician's Assistant Series, GS-0603, to the Physician Assistant Series, GS-0603.	Reflects current titling practices.
Renames the Nurse Series, GS-0610, to the Nursing Series, GS-0610.	Conforms to our previous decision to discontinue use of the position title as the series name.
Renames the Dietitian and Nutritionist Series, GS-0630, to the Dietetics and Nutrition Series, GS-0630.	Conforms to our previous decision to discontinue use of the position title as the series name.
Renames the Occupational Therapist Series, GS-0631, to the Occupational Therapy Series, GS-0631.	Conforms to our previous decision to discontinue use of the position title as the series name.

Proposed Change	Explanation/Rationale
Renames the Physical Therapist Series, GS-0633, to the Physical Therapy Series, GS-0633.	Conforms to our previous decision to discontinue use of the position title as the series name.
Renames the Corrective Therapy Series, GS-0635, to the Kinesiotherapy Series, GS-0635.	Recognizes the proper name of this type of therapy.
Renames the Recreation/Creative Arts Therapist Series, GS-0638, to the Recreation/Creative Arts Therapy Series, GS-0638.	Conforms to our previous decision to discontinue use of the position title as the series name.
Renames the Medical Technology Series, GS-0644, to the Clinical Laboratory Technology Series, GS-0644.	Reflects emphasis on the clinical aspects of laboratory technology.
Renames the Pharmacist Series, GS-0660, to the Pharmacy Series, GS-0660.	Conforms to our previous decision to discontinue use of the position title as the series name.
Renames the Optometrist Series, GS-0662, to the Optometry Series, GS-0662.	Conforms to our previous decision to discontinue use of the position title as the series name.
Renames the Orthotist and Prosthetist Series, GS-0667, to the Orthotics and Prosthetics Series, GS-0667.	Conforms to our previous decision to discontinue use of the position title as the series name.
Renames the Podiatrist Series, GS-0668, to the Podiatry Series, GS-0668.	Conforms to our previous decision to discontinue use of the position title as the series name.
Renames the Medical Records Administration Series, GS-0669, to the Healthcare Information Administration Series, GS-0669.	Reflects focus on healthcare that has always existed but was not reflected in the title of this occupation.
Renames the Health System Administration Series, GS-0670, to the Healthcare Systems Administration Series, GS-0670.	Reflects focus on healthcare that has always existed but was not reflected in the title of this occupation.

Proposed Change	Explanation/Rationale
<p>Renames the Health System Specialist Series, GS-671, to the Healthcare Systems Analysis Series, GS-0671.</p>	<p>Conforms to our previous decision to discontinue use of the position title as the series name. It also reflects focus on healthcare that has always existed but was not reflected in the title of this occupation.</p>
<p>Renames the Hospital Housekeeping Management Series, GS-0673, to the Healthcare Environmental Services Series, GS-0673.</p>	<p>Focuses on healthcare and expanded programs that have always existed but were not reflected in the title of this occupation.</p>
<p>Renames the Dental Officer Series, GS-0680, to the Dentistry Series, GS-0680.</p>	<p>Conforms to our previous decision to discontinue use of the position title as the series name.</p>
<p>Renames the Public Health Program Specialist Series, GS-0685, to the Public Healthcare Programs Series, GS-0685.</p>	<p>Conforms to our previous decision to discontinue use of the position title as the series name.</p>