



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

Friday, September 30, 2011

MEMORANDUM FOR: Human Resources Directors

FROM: Michael J. Mahoney, Acting Deputy Associate Director

Subject: Draft Position Classification Flysheet for Public Information Management Series, 0306

The U.S. Office of Personnel Management (OPM) is releasing the draft Position Classification Flysheet for Public Information Management Series, 0306, for comment. The flysheet proposes to establish an occupational series, consistently defining public information management activities throughout the Federal Government. The proposed occupation covers a range of functions, including administration of the Freedom of Information Act (FOIA) and Privacy Act, as well as Records Management. After issuance of the final classification flysheet, agencies will classify positions performing one or more of these functions into the proposed occupational series.

We encourage all agencies to conduct a general review of the duties covered by this draft flysheet and provide feedback to us. We rely on agency human resources officials with covered positions to ensure subject matter experts and program management officials are aware of the release of this draft flysheet and to seek their input. We depend on your input to assist us in making the appropriate adjustments to ensure the final series meets your needs.

Please provide your comments by October 31, 2011.

If you have questions or would like to discuss this draft flysheet please contact Deon Fortune-Canada at (202) 606-3600 or email at deon.fortune-canada@opm.gov.

[Attachment 1-Draft Position Classification Flysheet for Public Information Management Series, 0306](#)

Attachment 2-Request for Comments

Request for Comments

Draft General Schedule Position Classification Flysheet for Public Information Management, 0306

Please provide your comments and suggestions to OPM by October 31st, 2011.

Note: Do not use the grade level criteria in the attached drafts 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 agencies should answer the following questions about the draft Position Classification Flysheet:

1. Is the occupational information appropriate and sufficient? If not, please suggest any additional illustrations or narrative information you believe we should add.
2. Do you think the proposed official title is reasonable? If not, please explain your response.
3. Is the proposed establishment Public Information Management appropriate for your agency? Please explain your response.
4. What impact will the establishment of this new occupational series have on your agency?
5. Do you currently have public information management work classified under some other position? If so, under what other position do you have public information management work classified?

Additional Information We Need from Agencies

Please apply the draft position classification flysheet to a sufficient number of positions to determine if they meet your classification needs and support your estimates of potential impact. Follow the instructions in the **GENERAL SERIES DETERMINATION GUIDELINES** sections to apply the standard. 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.

As you conduct the test 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 standard, please apply the draft job grading standard to these positions and provide copies of the position descriptions. In addition, tell us if the draft 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.

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:

U.S. Office of Personnel Management
Employee Services
Recruitment & Hiring
Classification Assessment Policy
1900 E Street, NW, Room 6H31
Washington, DC 20415-8330

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