



## UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

The Director

Thursday, April 26, 2012

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

**FROM:** Kimberly Holden  
Deputy Associate Director  
Recruitment & Hiring

**Subject:** Draft Qualification Standards for Five Occupational Series

The U.S. Office of Personnel Management (OPM) is issuing draft qualification standards for the following five occupational series:

- Security Administration Series, 0080
- Miscellaneous Clerk and Assistant Series, 0303
- Secretary Series, 0318
- Management and Program Analysis Series, 0343
- Contact Representative Series, 0962

Copies of the draft standards are attached. We have updated the qualification requirements to include competencies and minimum proficiency levels by grade. OPM worked with the Chief Human Capital Officers (CHCO) Council's subcommittee for the Human Resources (HR) Workforce to develop this approach to qualification standards.

This set is the latest in a series of draft competency-based qualification standards. Based on comments we received on previous drafts, we have also developed a Draft Guide to Using Competency-Based Qualification Standards. The Guide is intended to provide additional background information on competency-based qualification standards and their role in the overall examining process.

We value your input and ask that you review the draft standards and Guide for:

Accuracy;  
Completeness;  
Clarity; and  
Ease of use.

Please send your comments by email to [competency@opm.gov](mailto:competency@opm.gov) no later than June 29, 2012.

Attachments: [Draft Qualifications Standards, and Draft Guide to Using Competency-Based Qualification Standards](#)