



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

Wednesday, June 21, 2000

MEMORANDUM FOR: DIRECTORS OF PERSONNEL AND HUMAN RESOURCES

FROM: HENRY ROMERO (...signed June 19, 2000), ASSOCIATE DIRECTOR
FOR WORKFORCE COMPENSATION AND PERFORMANCE

Subject: "Fewer than Nine" Factor Evaluation System (FES) Study

As I mentioned during the June 6, 2000, meeting of the Interagency Advisory Group's Executive Committee, one of our current projects is to validate a factor evaluation system that has fewer than nine factors. At the same time, we are working with the Bureau of Labor Statistics (BLS) to develop a simpler way for BLS field economists to gather and analyze the data necessary for use in General Schedule salary surveys. Our validation study will benefit these two major Office of Personnel Management (OPM) mission areas by (a) simplifying the position classification system, and (b) enhancing the General Schedule salary survey process. But in order to achieve this goal, we need your help in assembling position descriptions (PDs) for this study.

In order to validate the modified FES system, we need to develop a database of FES PDs that will help us define common factor patterns. The OPM Employment Service's Personnel Resources and Development Center (PRDC) is helping us with the validation effort. PRDC estimates we need about 1,900 FES PDs in the most populous occupations at various grade levels Federal Government-wide to have an adequate sample. With the help of some of your agency Chiefs of Classification, we have already collected some PDs from several agency web sites. But we still need several hundred more. We've listed our PD needs on the attached chart.

Please ask your Chiefs of Classification to send, by July 14, 2000, any appropriate PDs, annotated with factor point levels, to either of the following members of my staff: Mr. Winford Hooker (wghooker@opm.gov) or Mr. Delmar White (ddwhite@opm.gov). You can send the PDs by regular mail, e-mail, or facsimile. The mail address is Classification Programs Division, 1900 E Street, NW, Room 6H31, Washington, DC 20415. The facsimile number is (202) 606-4891.

Please direct any questions about position descriptions to Mr. Hooker or Mr. White at

(202) 606-2950. Direct any questions about the use of these PDs in salary surveys to Mr. Allan Hearne at (202) 606-2838 or email him at aghearne@opm.gov.

Thank you for your support on this project.

Attachment

cc: Agency Classification Chiefs