



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

Wednesday, October 11, 2000
MSG 2000-083

MEMORANDUM FOR: Human Resources Directors

FROM: Doris Hausser Director for Performance and Compensation Systems Design

Subject: Final Review of the GS-0200A Job Family Classification Standard for Administrative Work in the Human Resources Management Group

At the September 6th Human Resources Management Council (HRMC) Executive Committee meeting, we promised to forward you an early edition of the final GS-0200A Job Family Position Classification Standard for Administrative Work in the Human Resources Management Group to see before its formal issuance. Also, as agreed, we intend to proceed with its final issuance as expeditiously as possible to give you up-to-date classification standards to use. Consequently, we ask that you submit any comments you may wish to make by COB, **Friday, October 27, 2000**.

We realize this is a short deadline. However, please be mindful that we are not sharing this edition to make any further test application. Our intent is to give you an opportunity to see how we accommodated concerns you raised in your consolidated comments on the draft standard. For that purpose, we recommend that you pay particular attention to **Appendix H - Historical Record and Explanatory Material**. In that appendix, we describe in some detail the comments we received, the deliberations that went into responding to them, and our final disposition of the issues.

We are confident that we have handled your concerns in a reasonable way. Therefore, if our analyses and decisions make sense and do not cause you further significant concern, you do not need to contact us.

If you have questions about this final review, please contact Judy Davis, Classification Programs Division Chief, at 606-2950 or jadavis@opm.gov. As always, we appreciate your help in developing and issuing this important job family standard.

cc: Classification Chiefs