



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT  
Washington, DC 20415

The Director

Tuesday, July 27, 2010

**MEMORANDUM FOR: Chief Human Capital Officers**

FROM: John Berry, Director

Subject: Information Request for 12 Occupational Series

The U.S. Office of Personnel Management (OPM) will be conducting surveys of 12 occupational series to identify the tasks performed and the related competencies. This large-scale initiative will identify the critical elements of success for the covered workforce ensuring selection, development, and performance management programs are based on current, job-related information. The series covered by the study are:

- 0080 - Security Administration
- 0501 - Financial Administration and Program
- 0201 - Human Resource Management
- 0510 - Accounting
- 0203 - Human Resource Assistance
- 0560 - Budget Analysis
- 0303 - Miscellaneous Clerk and Assistant
- 0962 - Contract Representative
- 0318 - Secretary
- 1102 - Contracting
- 0343 - Management and Program Analysis
- 2210 - Information Technology Management

Employees in these 12 occupations and supervisors of these jobs will be surveyed to collect job information. In addition to career-specific task data, the surveys will request details about the respondents (e.g., series, grade). The individuals' responses will be confidential, and only group data will be reported.

Because these occupations are found in agencies throughout the Federal Government, it is not possible to obtain contact information for incumbents and supervisors through a centralized system. We request your assistance in ensuring that an adequate sample of incumbents and supervisors provide input to this important project. At this time, we ask you to identify an agency point of contact (POC) who will assist us in communicating with potential survey participants. Please send the name of your designated POC to [competency@opm.gov](mailto:competency@opm.gov) by August 3, 2010.

The survey process is scheduled to begin no later than September 20, 2010, and continue for approximately three weeks. The surveys will be conducted via an internet, web-based application and will require less than one hour for completion. Participants will receive a link to the online survey that has been embedded in an email (i.e., they will receive a Uniform Resource Locator (URL) to link them to the online survey). As we move forward, we may need assistance in locating supervisors to participate in workshops to further refine our understanding of the data.

Your assistance is greatly appreciated. If you have any questions regarding this project, please contact Joanne Papinchock at (202) 606-3600 or send an email to [joanne.papinchock@opm.gov](mailto:joanne.papinchock@opm.gov).

cc: Human Resources Directors