



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

Employee Services

Friday, November 8, 2019

MEMORANDUM FOR: HUMAN RESOURCES DIRECTORS

FROM: KIMBERLY A. HOLDEN, DEPUTY ASSOCIATE DIRECTOR,
TALENT ACQUISITION AND WORKFORCE SHAPING

Subject: Job Family Position Classification and Qualification Standards for the Professional and Administrative Work in the Accounting, Auditing, and Budget Group, 0500

The U.S. Office of Personnel Management (OPM) is releasing for implementation the final Job Family Position Classification and Qualification Standards for professional and administrative occupations in the Accounting, Auditing, and Budget Group, 0500. The job family standard provides information on series definitions, titling instructions, occupational information, and evaluation criteria in the following series:

Occupational Name	Series
Financial Administration	0501
Accounting	0510
Auditing	0511
Budget Analysis	0560

In addition, the qualification standards provide updates in educational requirements for the Auditing, 0511 series. No changes were made to the Accounting, 0510 standard. The standards for the 0501 and 0560 are covered by the [Group Qualifications Standard for Administrative and Management Positions](#). The classification and qualification standards for the Revenue Agent, 0512, and Tax Specialist, 0526, will be issued separately as an IRS Agency-specific classification standard.

Agencies must apply the job family standard to covered positions by **November 9, 2020**.

By issuance of this memo, the revised qualification standards shall be effective immediately and used to qualify candidates for positions in these occupational series.

With the release of the position classification and qualification standards, agencies are also encouraged to leverage other human resources tools and guidance such as conducting job

analysis, identifying skills gaps, and ensuring effective position management through collaborative efforts between human resources and hiring managers.

If you have any follow-up questions, please e-mail fedclass@opm.gov.

cc: Chief Human Capital Officers (CHCOs), Deputy CHCOs, and Chief Financial Officers

Attachments: *See 508-conformant PDFs below*