



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

Employee Services

Thursday, October 15, 2015

MEMORANDUM FOR: HUMAN RESOURCES DIRECTORS

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

Subject: Job Family Position Classification Standard for Professional and Administrative Work in the Accounting and Budget Group, 0500 and the Position Classification Standard for Financial Management Series, GS-505

The U.S. Office of Personnel Management (OPM) would like to invite your agency to participate in an occupational study for Professional and Administrative Work in the Accounting and Budget Group, 0500 and the Position Classification Standard for Financial Management Series, GS-505. The study will include the following occupational series: Financial Administration and Program, 0501; Financial Management, 0505; Accounting, 0510; Auditing, 0511; Internal Revenue Agent, 0512; Tax Specialist, 0526, and Budget Analysis, 0560.

OPM over the past year has worked closely with the Inspector General (IG) Auditor Community and agencies as part of the initiative to close critical skill gaps (CSG) in mission critical occupations (MCO) government wide. This study originated with a request from Jon Rymer, IG with the Department of Defense and CSG Auditor MCO Sub-goal leader, to review the qualification requirements for performance auditing work government wide. OPM conducted focus groups, evaluated focus group data/information and provided recommendations to revise and update the Auditing, 0511 classification and qualification standards. Auditing work is part of the Job Family Standard (JFS) for Professional and Administrative Work in the Accounting and Budget Group. The occupational study will include all of the occupational series within the JFS.

I am pleased to invite you and/or your agency subject matter experts (SMEs) to participate in OPM's Classification and Assessment Policy upcoming focus group sessions to discuss Professional and Administrative Work in the Accounting and Budget Group and Financial Management work. The purpose of the meeting is to discuss agencies' current experiences classifying this type of work. We are specifically interested in how this work has changed in agencies since the issuance of the previous job family classification standard in December 2000 and the position classification standard in August 1969. We are seeking agency participants who have regular and substantial experience with accounting, budget and financial positions as detailed in the descriptions below.

Human Resources Specialist SME Description:

The ideal Human Resources SME is a staffing/classification specialist or HR functional liaison who deals primarily with recruiting and examining accounting and budget positions. The SME

will have worked with hiring managers and staff members to create Job Opportunity Announcements, occupational questionnaires and reviews resumes. The SME will have first-hand knowledge of the job functions, competencies, skills, experiences and/or educational background necessary to perform successfully accounting and budget work. The SME should be able to share their experiences in positions and can speak to the benefits and challenges in utilizing existing classification and qualification requirements.

Accounting, Budget and Financial SME Description:

The ideal accounting and budget SME is a hiring manager who employs a variety of employees in accounting and budget related occupations at a range of grade levels. The SME will have first-hand knowledge of the job functions, competencies, skills, and experiences and/or educational background necessary to perform successfully accounting, budget and financial work. The SME should also have experience in filling accounting, budget and financial occupations and can speak to the benefits and challenges of utilizing existing classification and qualification requirements.

We are seeking SMEs to participate in our focus groups and lead agencies to work closely with us on this occupational study. SMEs must meet the criteria or SME descriptions as provided above. Attendance is limited to SMEs with specific knowledge of accounting and budget work within the federal government. Please submit your SMEs name, agency, email, and telephone contact information to benjamin.smith@opm.gov no later than **Friday, October 30, 2015**. Please contact Benjamin Smith with any questions by e-mail or at (202) 606-2868. Thank you in advance for your assistance with this effort.