



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

Employee Services

Thursday, October 24, 2019

MEMORANDUM FOR: HUMAN RESOURCES DIRECTORS

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

Subject: Proposal to Cancel Occupational Series

The U.S. Office of Personnel Management (OPM) is statutorily responsible for preparing position classification and job grading standards for agencies to use in placing positions in their proper classes and grades (5 United States Code Chapter 51 § 5105, 5107). Position and job classification standards encourage uniformity and equity (e.g., equal pay for equal work) in the classification of positions by providing an established taxonomy for common reference and use in different organizations, locations, or agencies. As part of our role, we routinely review occupational series throughout the Federal Government considering Federal agency usage and in comparison to industry trends. This effort supports the President's Management Agenda (PMA): Modernizing Government for the 21st Century.

OPM is proposing to cancel the occupational series below due to the evolution of work. These series selected for cancellation have approximately 25 or fewer incumbents Governmentwide, and the work covered can be classified to other existing occupational series. Additional considerations for cancelling the proposed occupational series include the work is not agency-specific or agency mission critical work. We are not proposing to cancel occupational series whose work is so specialized that it is not classifiable to any other series or which have individual occupational qualification requirements. Any series approved for cancellation will require the work to be absorbed in the job families '01' or '03' series, e.g., the Correspondence Clerk Series, 309, will be absorbed into the Miscellaneous Clerk and Assistance Series, 303 series.

White Collar Occupations

- 0309 - Correspondence Clerk Series
- 0313 - Work Unit Supervising Series
- 0319 - Closed Microphone Reporting Series
- 0322 - Clerk-Typist Series
- 0392 - General Telecommunications Series
- 0394 - Communications Clerical Series
- 0642 - Nuclear Medicine Technician Series
- 0698 - Environmental Health Technician Series
- 0804 - Fire Protection Engineering

- 0880 - Mining Engineering
- 0958 - Employee Benefits Law Specialist
- 1051 - Music Specialist
- 1054 - Theater Specialist
- 1056 - Art Specialist
- 1087 - Editorial Assistance
- 1107 - Property Disposal Clerical and Technician
- 1147 - Agricultural Market Reporting
- 1163 - Insurance Examining
- 1321 - Metallurgy
- 1658 - Laundry Operations Services
- 1725 - Public Health Educator
- 1730 - Education Research
- 1815 - Air Safety Investigating
- 1850 - Agricultural Warehouse Inspection
- 2110 - Transportation Industry Analysis
- 2135 - Transportation Loss and Damage Claims Examining
- 2144 - Cargo Scheduling
- 2161 - Marine Cargo

Trades, Craft, and Labor Occupations

- 3106 - Upholstering
- 3511 - Laboratory Working
- 3602 - Cement Finishing
- 3605 - Plastering
- 3606 - Roofing
- 3802 - Metal Forging
- 3808 - Boilermaking
- 3809 - Mobile Equipment Metal Mechanic
- 4104 - Sign Painting
- 4416 - Offset Platemaking
- 4417 - Offset Press Operating
- 4616 - Patternmaking
- 4805 - Medical Equipment Repairing
- 4850 - Bearing Reconditioning
- 5313 - Elevator Mechanic
- 5736 - Braking-Switching and Conducting
- 5737 - Locomotive Engineering
- 5738 - Railroad Maintenance Vehicle Operating
- 7402 - Baking

Comments or questions on this proposal and suggestions for additional series cancellations should be sent to fedclass@opm.gov by Monday, November 25, 2019. Please include supporting documentation or evidence (e.g., position descriptions with evaluation statements, job analysis, agency studies/surveys) with an explanation to support your suggestions and objections for cancelling an occupational series. Objections to occupational series cancellations should be submitted through your agency's Chief Human Capital Officer.

OPM will review agency comments and supporting evidence to finalize the list of occupational series for cancellation. OPM will notify agencies of the final occupational series for cancellation and provide guidance on the appropriate classification of canceled occupations.

If you have any further questions please feel free to contact the OPM Classification and Assessment Policy at fedclass@opm.gov. We appreciate your partnership supporting the PMA to create a workforce for the 21st Century.

cc: Chief Human Capital Officers, Deputy Chief Human Capital Officers