



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

Monday, November 21, 2016

MEMORANDUM FOR: HUMAN RESOURCES DIRECTORS

FROM: MARK D. REINHOLD
ASSOCIATE DIRECTOR, EMPLOYEE SERVICES

Subject: Proposal to Cancel Occupational Series

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MARK D. REINHOLD, ASSOCIATE DIRECTOR, EMPLOYEE SERVICES

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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. Position and job classification standards encourage uniformity and equity in the classification of positions by providing an established standard for common reference and use in different organizations, locations, or agencies. As part of our role we routinely review the use of occupational series throughout the Federal Government.

As a result of this review, OPM is proposing to cancel the following occupational series due to low use across agencies. These series have approximately 25 or fewer incumbents Government wide, and the work covered can be classified to other existing occupational series. 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.

White Collar Occupations

- 0357-Coding
- 0593-Insurance Accounts

- 0625-Autopsy Assistant
- 0637-Manual Arts Therapist
- 0639-Educational Therapist
- 0650-Medical Technical Assistant Series
- 1021-Office Drafting
- 1046-Language Clerical
- 1051-Music Specialist
- 1054-Theater Specialist
- 1056-Art Specialist
- 1210-Copyright Series
- 1380-Forest Products Technology
- 1386-Photographic Technology
- 1540-Cryptography
- 2135-Transportation Loss and Damage Claims Examining

Trades, Craft, and Labor Occupations

- 3515-Laboratory Support Working
- 3546-Railroad Repairing
- 3605-Plastering
- 3727-Buffering and Polishing
- 3858-Metal Tank and Radiator Repairing
- 3872-Metal Tube Making, Installing, and Repairing
- 3910-Motion Picture Projection
- 4413-Negative Engraving
- 4414-Offset Photography
- 4449-Electrolytic Intaglio Platemaking
- 4616-Patternmaking
- 4807-Chemical Equipment Repairing
- 4819-Bowling Equipment Repairing
- 4855-Domestic Appliance Repairing
- 5022-Farming
- 5310-Kitchen/Bakery Equipment Repairing
- 5323-Oiling and Greasing
- 5427-Chemical Plant Operating
- 5439-Testing Equipment Operating
- 6517-Explosives Test Operating
- 7405-Bartending
- 7420-Waiter
- 9003-Film Assembling and Repairing
- 9004-Motion Picture Developing/Printing Machine Operating

Comments or questions on this proposal and suggestions for additional series cancellations should be sent to fedclass@opm.gov by Friday, January 6, 2017. OPM will notify agencies of final decisions and will provide guidance on reclassifying affected positions.

cc: Deputy Chief Human Capital Officers