



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT
Washington, DC 20415

The Director

Monday, September 17, 2012

MEMORANDUM FOR: Human Resources Directors

FROM: KIMBERLY A. HOLDEN, DEPUTY ASSOCIATE DIRECTOR -
EMPLOYEE SERVICES

Subject: Second Release for the Draft Job Family Position Classification Standard for Support Work in the General Program and Office Services Group, 0300

The Office of Personnel Management (OPM) is releasing the second draft Job Family Position Classification Standard (JFS) for Support Work in the General Program and Office Services Group. As a result of numerous recommendations and suggestions from the agencies, we propose the following modifications to the initial draft release: elimination of the basic title for Administrative Assistance Series, 0303, reinstating the Mail and File Assistance series, 0305, and the Program Assistance series, 0344. We have also increased the number of additional occupational considerations and reviewed and added more Factor Level Descriptions (FLD) and illustrations to ensure appropriateness and consistency.

We are providing a 30-day general comment period. Accordingly, please provide your comments by October 19, 2012.

We rely on agency human resources officials with positions covered by this draft position classification standard to contact subject matter experts and program management officials to ensure they are aware of the release of this second draft standard and to seek their input. We depend on your input to assist us in making the appropriate adjustments to ensure the final standard meets your needs.

If you have questions or would like to discuss this draft standard, please contact Ike Udejiofor at (202) 606-4106 or by email to ike.udejiofor@opm.gov.

Attachment 1

[Job Family Position Classification Standard for Support Work in the General Program and Office Services Group, 0300](#)

Attachment 2

REQUEST FOR GENERAL COMMENTS

DRAFT JOB FAMILY POSITION CLASSIFICATION STANDARD FOR SUPPORT WORK IN THE GENERAL PROGRAM AND OFFICE SERVICES GROUP, 0300

**PLEASE PROVIDE YOUR COMMENTS AND SUGGESTIONS TO OPM BY
OCTOBER 19, 2012**

Note: Do not use the grade level criteria in the attached draft to classify positions until the Office of Personnel Management issues the standard in final form.

How Do You Submit Comments?

In response to your general comments, we would like to have a consolidated set of agency comments, including both:

- (a) Comments representing the agency's overall feedback; and
- (b) Representative comments from subject matter experts and subordinate locations to support your feedback.

Please submit comments in accordance with your agency's guidelines. Suggestions for change will be particularly helpful if you include the rationale and examples for the suggested change.

Please send your response by email to fedclass@opm.gov or by hard copy to the address below:

U.S. Office of Personnel Management

Recruitment and Hiring

Classification and Assessment Policy

1900 E Street, NW, Room 6H31

Washington, DC 20415-8330

Individuals who wish to send personal comments should send them to the same address.