



# United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, DC 20240

August 13, 2020

## **PERSONNEL BULLETIN NO: 20-10**

**SUBJECT:** Department of the Interior/Office of Human Capital Standard Position Descriptions

**1. Purpose.** This Personnel Bulletin (PB) establishes policy on use of Department of the Interior (DOI) standard position descriptions (SPDs). Effective immediately, guidance contained herein applies to current and future DOI SPDs.

**2. Background.** The Office of Human Capital (OHC) is collaborating with Inter-Bureau Expert Teams (I-BET) and technical subject matter experts (SME) to create and issue SPDs for General Schedule mission critical and high-density occupations. The use of DOI SPDs assist initiatives that strategically address human capital management challenges related to time-to-hire efficiencies, classification consistency, training, development and retention of DOI personnel. Standardized PDs streamline the classification and recruitment processes by creating efficient hiring approaches, such as sharing vacancy announcements and candidate certificates. Use of a SPD ensures identical positions are described and classified consistently across Bureaus/Offices; assist with streamlined job analysis; quicker workforce analysis & succession planning; quicker skills gaps analysis; streamline training and performance plans; and, they ensure equal pay for substantially equal work (Merit System Principles, 5 USC 2301) across DOI.

**3. Policy.** Effective immediately, all Bureaus/Offices, including those with delegated classification authority, are required to use a DOI SPD when recruiting for a position covered by a SPD in the same occupational series and grade. This policy applies to all permanent and non-permanent appointments, as applicable, regardless of work schedule. For incumbered positions, Bureaus/Offices must replace legacy PDs with the new DOI SPDs, where applicable, and process the necessary personnel actions (reassignments) as soon as possible, but not later than 60 days. Bureaus are to distribute this PB to their field offices, with specific internal Bureau instructions, as necessary.

**PD Cover Page.** The servicing Human Resources Office (HRO) will complete the PD cover page with appropriate the Fair Labor Standards Act (FLSA) exemption status, Position Risk/Sensitivity Level, Cybersecurity codes, etc.

**Standard PD Numbering System.** In order to conform to the position number data field length in FPPS, the SPD numbers assigned are seven digits in length. Bureaus/Offices must use the DOI assigned PD numbers. The use of a bureau-level numbering system in lieu of a DOI SPD number is not authorized. However, characters 6 and 7 of the assigned numbers can be used for Bureau-level numbering requirements (e.g. 00 through 99 is available for each Bureau to use, if needed).

The SPD number must be entered into FPPS, in accordance with Bureau procedures, so that it prints on the incumbent's SF-50 (Notification of Personnel Action).

**Official Titles.** OPM's prescribed official titles are located on the PD cover sheet. This title must be entered into the Federal Personnel and Payroll System (FPPS) and be reflected on the incumbent's SF-50. Variations to official titles are not authorized.

**Organizational Titles.** In addition to the official title, Bureaus/Offices have the option to assign an organizational title. Organizational titles do not replace, but complement, official position titles.

**Responsibility for PD Accuracy and Position Management.** A SPD for career ladder positions are established based upon a classification analysis that sufficient work exists for all employees on a regular and recurring basis at the full performance level. Management must certify that sufficient work exists at the full performance level for all employees assigned to a SPD. Use of SPDs in no way detracts from management's authority and responsibility to ensure that officially assigned and performed duties and responsibilities accurately match PDs of record for all covered employees. Likewise, using SPDs does not diminish management's responsibility to adhere to sound position management principles. Management officials are urged to partner with their servicing Human Resources Officers (HROs) for classification and position management advice and guidance. Management officials are required to ensure equal pay for substantially equal work [5 USC § 5101].

**Requests for Exceptions.** Requests for an exception (waiver) to this policy must be in writing and must show conclusively why the DOI SPD is not applicable to the position. This requirement includes situations wherein a higher grade or a different occupational series is desired. Written requests will include the proposed PD and the official signed and dated organizational chart. Statements of difference will not be accepted. Request packages will be forwarded by management to the Bureau/Office Headquarters Human Resources (HR). Upon concurrence, Bureau Headquarters HR Office will submit the request to the Office of Human Capital via the Document Tracking System (DTS). Bureau/Office employees may contact their servicing HRO for advice and guidance.

**4. Electronic Library of DOI Standard PDs.** An Electronic Library of available DOI SPDs is located in the talent acquisition system (e.g. USAStaffing) and can also be found on the [Office of Human Capital Classification webpage](#).

**5. Inquiries.** Any Department employee or employee representative seeking further information concerning this policy may contact their respective servicing HRO. Bureau Headquarters HR staff may contact Renae Lockwood in the Office of Human Capital at [Renae\\_Lockwood@ios.doi.gov](mailto:Renae_Lockwood@ios.doi.gov)

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Jennifer Ackerman,  
Director, Office of Human Capital  
Deputy Chief Human Capital Officer