THE EVOLUTION
OF THE FEDERAL POSITION CLASSIFICATION PROCESS

For the federal government, classifying General Schedule positions is integral to agency success. But the process, developed over the past six decades, has become outdated. There is a crucial need to move this critically important process from an "old world environment" to one that is dynamic and flexible.

Who is the best person to lead the process? Is it the agency managers, who best understand mission programs and expected results? Could it be the classifier, who has the delegated authority to make a final decision based on language in a position description? The answer is not simply an "either/or" because both positions bring equal value and perspective to the classification process.

Even though the goal of position classification has not changed – to effectively organize positions and grades to support mission accomplishment – the antiquated process must evolve with advances in technology to help maintain merit-system principles of equality and fairness..

THE HISTORY OF
FEDERAL POSITION CLASSIFICATION
The world was a much different place when **The Classification Act of 1949** established the system that the federal government uses to classify General Schedule positions. The classification system and standards **serve as tools** that help HR management accomplish the agency mission by designing organizational structure, recruiting the necessary talent to perform the work, and establishing performance standards.

For many years, the classification and job grading systems (collectively referred together as "classification") served the federal community extremely well. Unfortunately, the system that was started in 1949 is beginning to show its age. In July 2014, the Government Accountability Office released a report entitled, "**OPM Needs to Improve the Design, Management, and Oversight of the Federal Classification System**." Many of the issues identified in the report can be remedied with technologies and best practices that didn't exist when the system was born.

MINOR CHANGES COULD
LEAD TO MAJOR GAINS
One of the most pressing issues hampering the position classification system is a decline in accuracy and consistency. There are times when different classifications are determined for virtually identical positions. One possible cause is that because agencies have decentralized classification programs. Another driver is that non-classifiers are sometimes tasked with doing the classifications. However, even centralized classification programs face similar problems due to differences in opinion about the meaning of words within position descriptions. Disagreements can arise between position classifiers and hiring managers regarding what information should be included.

There are differences in opinion on what should be very similar position descriptions because classifiers and hiring managers have been making decisions based on varying perspectives, and rarely do two people have the same opinion. Recruiting and rewarding employees will always be somewhat of an art; the data that provides the foundation for classification decisions can be improved. Classifiers

and hiring managers could do their job better and easier if given the most current and applicable information. For the classification system to reach its full potential, the process must shift to more of a scientific approach.

DEFINING A SUCCESSFUL POSITION CLASSIFICATION PROCESS FOR FEDERAL AGENCIES

To be successful, agencies must receive greater support by providing effective tools and accurate information to accomplish the core programs funded by Congress. Integrating technology into the process will lead to the opportunity for classifiers to work more with the managers to better align positions with the recruitment process.

Monster Position Classification is a tool for agencies that have the need to improve the efficiency and effectiveness of their classification system. Monster approaches classification from a unique, data-driven perspective while focusing on facilitation and reusability. Monster Position Classification enables agencies to move past manual classification and static or standalone position description libraries. Agencies would have the ability to create an automated, dynamic classification system that is easier to use for managers and provide better results for employees.

Monster Position Classification reduces time spent in the manual search, review, revision, and classification of position descriptions, while it simultaneously enhances the quality and comprehensiveness of the descriptions. Additionally, Monster Position Classification ensures greater consistency in both centralized and decentralized Human Resources support environments, which helps to eliminate the differences that have caused so many issues over the years.

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Monster Position Classification can be used as a stand-alone module, or it integrates with application tracking systems used across government agencies, such as Monster Hiring Management. This creates a mutually beneficial system for managers and classifiers while freeing up classification staff resources to support mission managers.

BENEFITS OF
MONSTER POSITION CLASSIFICATION

1. Includes a standards-based reference database of agency-specific duties in an automated framework. The information is broad-based, comprehensive, and accurately stated for reference and use in preparing position descriptions in the series and at the grade needed to effectively recruit needed staff (in alignment with mission requirements). The database, in turn, enhances the capabilities of existing staff to apply more advanced knowledge of work performed, work at a higher level of independence, and/or perform more complex work assignments.

2. Provides an online reference of position description submissions by management (e.g., OF-8 cover sheet, automation of interactive choices for Fair Labors Standards Act criteria, national security and position sensitivity coding, cyber security criteria, functional codes, competitive level coding, etc.).

3. Equips management and classifiers with tools that enhance the classification process (e.g., Statement of Difference, interdisciplinary descriptions, pen and ink changes, position description amendments, etc.)

4. Provides an automated OF-8s (in real-time) for covered positions when new Office of Personnel Management classification standards are issued that change position titles and series.

5. Integrates seamlessly with Monster Hiring Management to integrate job analysis and phased scores of applications.

6. Provides an effective method for comparing position descriptions submitted as "redescriptions in lieu of" by highlighting the changes made by management in current versus redescribed position descriptions.

MONSTER POSITION CLASSIFICATION

Monster Position Classification is the evolution of position classification from art to a science. It creates a system that effectively organizes positions and grades to help both classifiers and managers. It fixes the problem of inaccuracies and inconsistencies by creating a centralized, online repository of position descriptions and related documents. This helps facilitate the building of new position descriptions and coversheets while improving auditability as an official system of record.

For more information on how your agency can successfully navigate position classification visit www.monstergovernmentsolutions.com.