



# Basic Classification

## Welcome to Basic Classification Pre Course training

- Module 1 - The Foundation of Human Resources
- Module 2 - Classification Legal and Regulatory Base
- Module 3 - Classification Framework
- Module 4 - Determining Pay Systems
- Module 5 - Position Classification Standards and Guides
- Module 6 - Grade Controlling Work


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00:00 | 00:00

AudioText


Basic Classification Module 1



The Foundation of Human Resources

# Classification

## The Foundation of Human Resources




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00:04 00:08

Navigation icons: back, forward, search, close

The screenshot shows an audio player interface. At the top, the title "Basic Classification Module 1" is displayed. Below the title is a circular logo for the "U.S. Army \* CHIEF OF STAFF \* HUMAN RESOURCES CENTER". The main content area is a large, dark, rectangular placeholder, likely for a video or image that failed to load. At the bottom of the player, there is a control bar with a play/pause button, a progress bar showing 00:04 / 00:22, and a volume icon. The text "The Foundation of Human Resources" is visible at the bottom of the player area.

Basic Classification Module 1



The Foundation of Human Resources


### Classification - What is it?

Classification is the process through which Federal jobs (positions) are assigned to a pay system, series, title and grade or band, based on the application of OPM standards or other authorized documents

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Basic Classification Module 1



The Foundation of Human Resources

**Classification – Are classification and qualifications the same thing?**


Classification pertains to a position or job and the evaluation process that determines the appropriate pay system, occupational series, title, and grade/pay band.

Qualifications pertain to a person and describe the knowledge skills and/or abilities a person must have to be successful in a particular occupation.

AudioText

00:02 00:33

Basic Classification Module 1



The Foundation of Human Resources

Classification – Why is it so important?

When our position descriptions are classified we can determine:


- Placement into the appropriate job family
- Entry or Non-entry in a collective bargaining unit
- Proper compensation, to include overtime
- Minimum qualification requirements
- Training requirements
- Performance appraisal factors and expectations
- Career ladders and promotional lines

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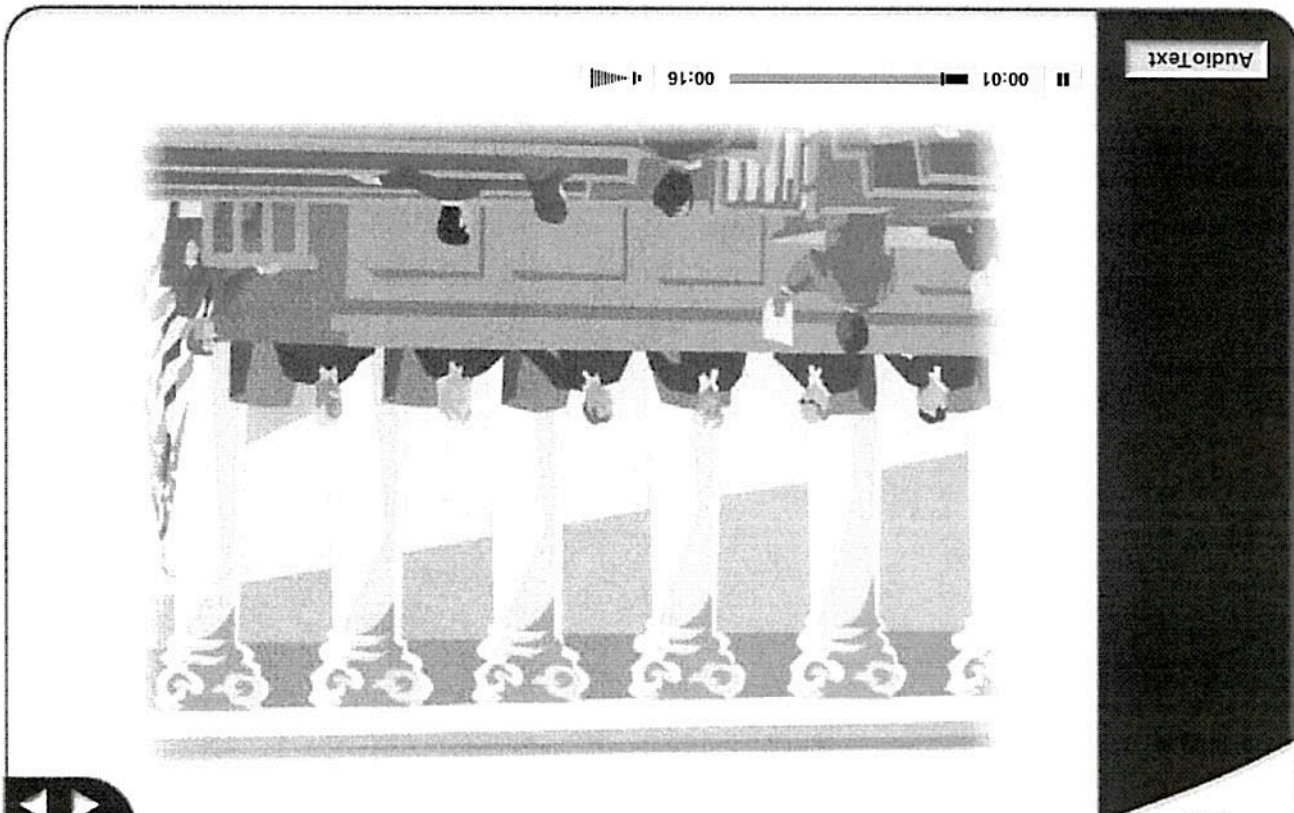
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Basic Classification Module 2



Classification Legal and Regulatory Base



The image shows a video player interface. At the top, the title "Basic Classification Module 2" is displayed. Below the title is a circular logo for "CIVILIAN RESOURCES FORCES U.S. Army". The main content area features a blackboard with the text "Legal", "Regulatory", and "Base" written on it. The video player includes standard controls: a play/pause button, a progress bar showing 00:01 / 00:35, and a volume icon. A "AudioText" button is located in the bottom right corner of the player area.


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Basic Classification Module 2

Classification Legal and Regulatory Base


Executive Orders

- Issued by the President
- Executive orders have the full force of the law



00:02 | 00:21

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U.S. Army  
HUMAN RESOURCES AND TRAINING CENTER

The screenshot shows a video player interface. At the top, there is a title bar with the text "Basic Classification Module 2" on the left and a circular logo for the "CENTRAL HUMAN RESOURCE AGENCY U.S. Army" on the right. Below the title bar is a navigation bar with icons for back, forward, search, and close. The main content area displays a slide titled "Regulatory Base Structure". The slide features a central title and a list of regulatory sources arranged in a descending staircase pattern from top to bottom:

- Executive Orders
- Title 5, USC - Title 10 USC
- Code of Federal Regulations CFR
- OPM Operating Manuals & Classification Guidance
- DOD Regulations/Instructions
- Army Regulations
- Local Regulations - Union Agreements

At the bottom of the slide, there is a footer with the text "Classification Legal and Regulatory Base". The video player controls at the top of the slide show a progress bar at 00:01, a play button, and an "AudioText" button.

Basic Classification Module 2



Classification Legal and Regulatory Base

◀ ▶

Title 5, United States Code

Basic Law

One of 50 Titles

Provides Broad, legal framework

Citation: 5 USC


Key Chapters:

Chapter 11	Office of Personnel Management
Chapter 23	Merit Systems Principles
Chapter 51	Classification

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Audio Text

Basic Classification Module 2



Classification Legal and Regulatory Base

◀ ▶

⏪ ⏩

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⏹ ⏸


## Title 10 USC

Chapter 81 - Civilian Employees

10 USC 1595 - Civilian faculty members at certain Department of Defense schools: employment and compensation

Chapter 83 - Civilian Defense Intelligence Employees

Chapter 87 - Defense Acquisition Workforce



00:05

00:44

AudioText

Basic Classification Module 2

Classification Legal and Regulatory Base

Code of Federal Regulations 5 CFR

- Primary HR regulatory reference
- Key to Title 5 USC
- Citation: 5 CFR

**Check your understanding**

What chapter of 5 USC deals with classification?

Chapter 11

Chapter 51




Chapter 7

5. CODE OF FEDERAL REGULATIONS


CFR

00:01 00:47

AudioText

Basic Classification Module 2



Classification Legal and Regulatory Base

Key Parts - 5 CFR for Classification

Part

511 - Classification under the General Schedule

532 - Prevailing Rate System (FWS)


550 - Pay Administration (General Schedule)

551 - Pay Administration under the Fair Labor Standards Act (FLSA)

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Audio Text

Basic Classification Module 2



Classification Legal and Regulatory Base

OPM Regulatory Publications

- Classifier's Handbook
- Position Classification Standards/Functional Guides
- Federal Wage System Job Grading System
- Job Grading Standards/Functional Standards

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Check Your Understanding

What part of the 5 CFR deals with FWS?

- 532
- 522
-

Basic Classification Module 2




Classification Legal and Regulatory Base

## DOD Regulatory Guidance

- Priority Placement Program Handbook
- DCIPS - Defense Civilian Intelligence Personnel System (DoD 1400.25-M)
- DoD Civilian Acquisition Workforce Personnel Demonstration Project Operating Procedures

00:07 01:22

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Basic Classification Module 2

Classification Legal and Regulatory Base

## Other Information Sources

Internet Websites

- [Army Civilian Personnel Online](#)
- [CHRA GPS](#)
- [PERMISS](#)
- [OPM Home Page](#)


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Audio Text


**Check Your Understanding**

Which of the following below are OPM Regulatory Publications?

- Classifier's Handbook
- Classification Standards/Functional Guides
- Federal Wage System Job Grading System
- Job Grading Standards/Functional Standards



Basic Classification Module 2




Classification Legal and Regulatory Base

Other Regulations

Local Regulations

- Merit Promotion Plan
- Pay Setting Policy




**Negotiated Agreements**


- Take precedence for bargaining unit member/positions

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00:11 00:38



Basic Classification Module 2



Classification Legal and Regulatory Base


### Regulatory Base Summary

- Law - 5 USC/10USC Executive Orders
- 5 CFR
- OPM Operating Manuals
- DOD Regulations
- Army Regulations
- Local Regulations/Negotiated Agreements

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Basic Classification Module 2



## Classification Legal and Regulatory Base

### Module 2 Exercise

Match the items in Column A to the appropriate regulatory reference in Column B. Some of these items listed were not covered in the module, but see how many you can match.


*You must get all the responses correct to get a correct response.*

Priority Placement Program	5 U.S.C.
TAPES (Total Army Performance Evaluation System)	5 CFR 551
Pay Under the Fair Labor Standards Act	Local/Installation Regulation
Pay for Federal Wage Employees	5 U.S.C.
Definition of General Schedule grade levels	Executive Order
Ment Promotion Plan	5 CFR 532
Classifier's Handbook	DoD Regulation
Noncompetitive Appointment of Certain Military Spouses	Army Regulation


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Basic Classification Module 2



Classification Legal and Regulatory Base



This concludes the second module of the Basic Classification Pre-course.

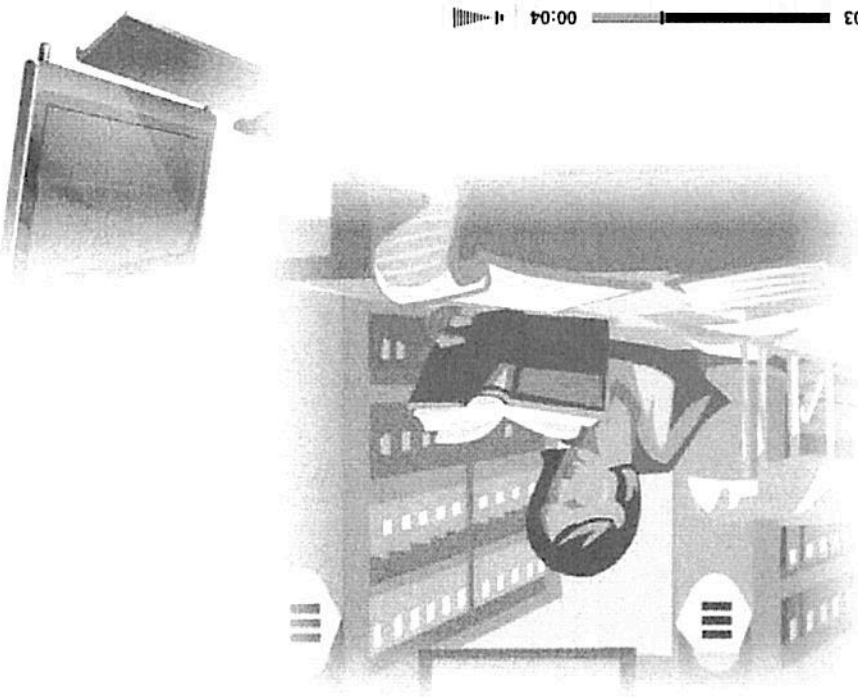
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Basic Classification Module 3

Classification Framework



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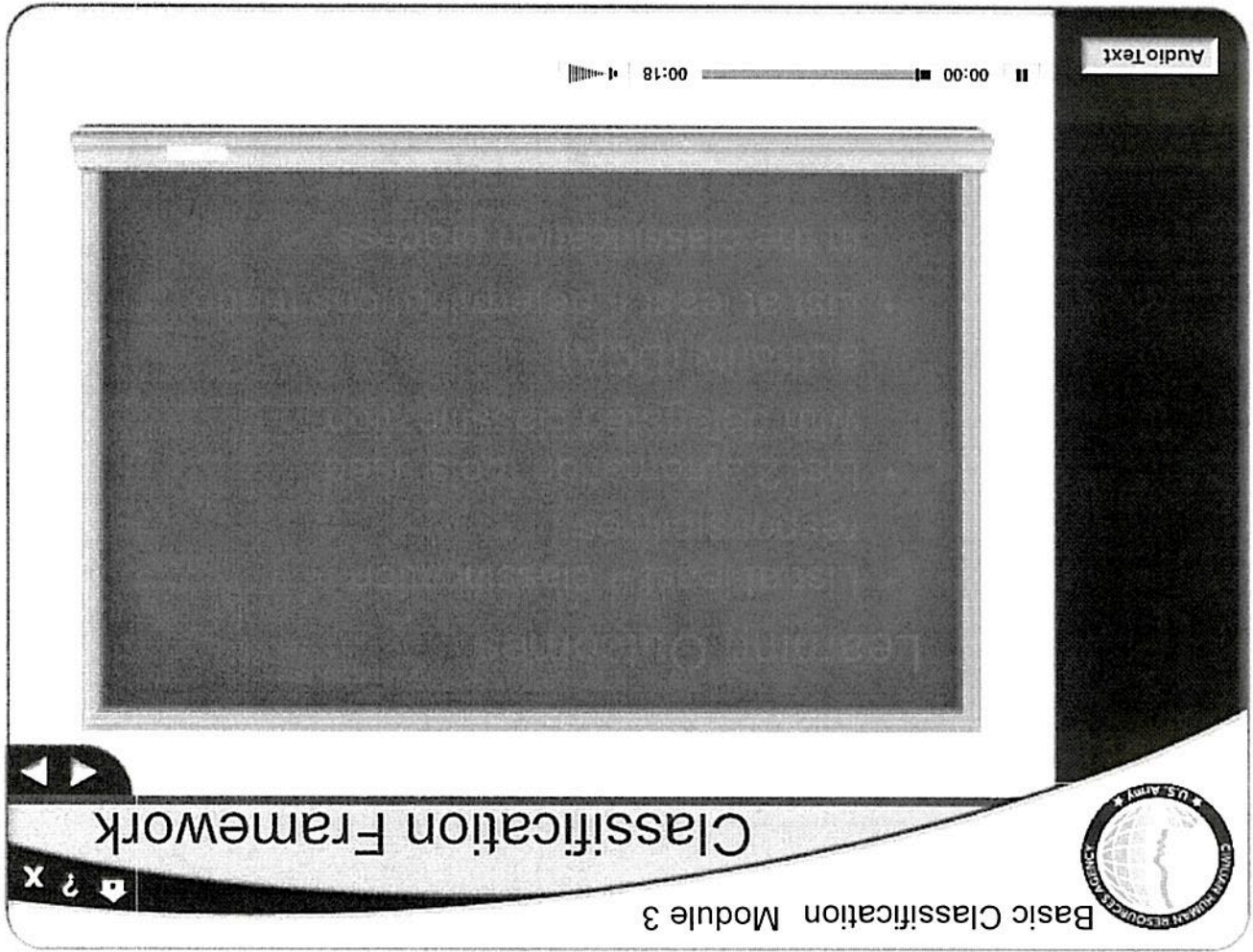


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Basic Classification Module 3

Classification Framework



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Basic Classification Module 3

Classification Framework



Key Features

Three types of pay equity


Individual Pay Equity	←	Portion of pay based on employee contributions, individual performance
External Pay Equity	←	Pay comparability with the private sector
Internal Pay Equity	←	Equal Pay for Substantially equal work

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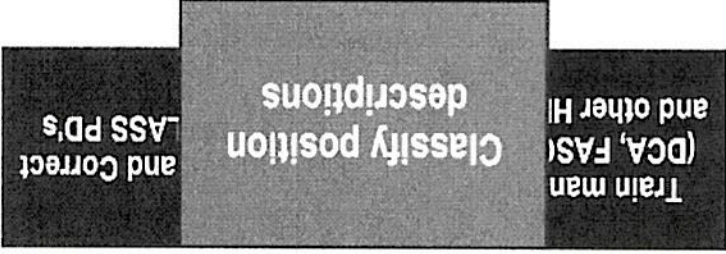



Basic Classification Module 3



# Classification Framework

Classification Responsibilities




Navigation icons: back, forward, search, help, close

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Basic Classification Module 3



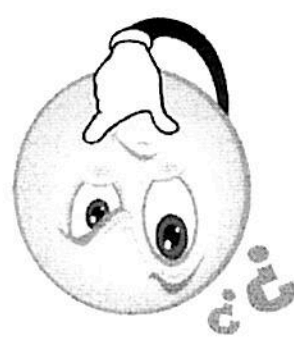
Classification Framework

Classification is a Series of Decisions


- What are the major duties of the position?
- Which pay system fits the work or is used by the organization?
- Which PATCO category or level of work is needed?
- What is the occupational series?
- What is the grade or pay band?
- What is the title?
- What is the FLSA exemption status?

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00:15 01:28



Basic Classification Module 3



# Classification Framework

## Delegation of Classification Authority (DCA)

When not delegated to managers, CPAC classifies PDS	Manager must follow laws, OPM standards, OPM guidance	Manager must receive training before exercising DCA
Commander authorizes further delegations in writing	DCA automatic for commanders (some exceptions)	Memo dated 17 Nov 97; under revision

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http://www.chra.army.mil/webcourses/Basic\_Classification\_Precourse\_May2017/module3... 5/10/2018

Basic Classification Module 3



# Classification Framework

How does DCA affect me?



00:02 00:54

AudioText

# Classification Framework



## DCA Override

Manager has final say for classification, but when differing with HR, the override must be **documented**. Prepare your advisory response. Management provides written response.



HR advisory and manager's documented response are added to the PD in the designated areas in FASCLASS. Do not be concerned about the length of the PD.




HR Specialist ensures PD is clearly identified as "DCA OVERRIDE" (Ensure FASCLASS generated DCA statement is located on the PD)

"DCA Override..."

00:02 | 01:39 | AudioText

Basic Classification Module 3



## Classification Framework

DA Policy

- Manger uses FASCLASS to access and create PDs
- Use existing PDs first; or search and edit other FASCLASS PDs. Last resort, create a new PD in FASCLASS
- CPAC advises/arranges DCA training, verifies PD format and classification accuracy, raises issues if necessary, determines FLSA and processes final action

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# Classification Framework

Remember....

As HR professionals, we are not the "classification police," but are bound by ethics and law to give advice to prevent HR problems



**Check your understanding**

True or False: Manager has final say for classification, but when differing with HR, the override must be documented?


True

False

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AudioText

Basic Classification Module 3



## Classification Framework


Summary

- Managers are responsible for "managing positions"
- CPAC staff train, advise and process PDs
- Disputes resolved via consulting and advisories
- Everyone follows laws, standards and agency guidelines
- DCA delegations require *training* first

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Basic Classification Module 3



## Classification Framework

Module 3 Exercise

Let's check your learning progress, determine if the following statements are True or False.

<p>All managers are delegated classification authority.</p> <p><input type="radio"/> True</p> <p><input type="radio"/> False</p>	<p>After the commander has delegated DCA in writing the manager is authorized to override classification decisions.</p> <p><input type="radio"/> True</p> <p><input type="radio"/> False</p>
<p>One HR specialist classification responsibility is to apply new or revised standards to existing pds.</p> <p><input type="radio"/> True</p> <p><input type="radio"/> False</p>	<p>Managers should be advised to always create a new position description.</p> <p><input type="radio"/> True</p> <p><input type="radio"/> False</p>

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http://www.chtra.army.mil/webcourses/Basic\_Classification\_Precourse\_May2017/module3... 5/15/2018

Basic Classification Module 3

Classification Framework

This concludes the third module of the Basic Classification Pre-course.

Thank you for your participation.

Module 4, Pay Systems follows.

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U.S. Army  
SUSTAIN HUMAN RESOURCES  
SUPPORT CENTER

Basic Classification Module 4



Civilian Pay Systems




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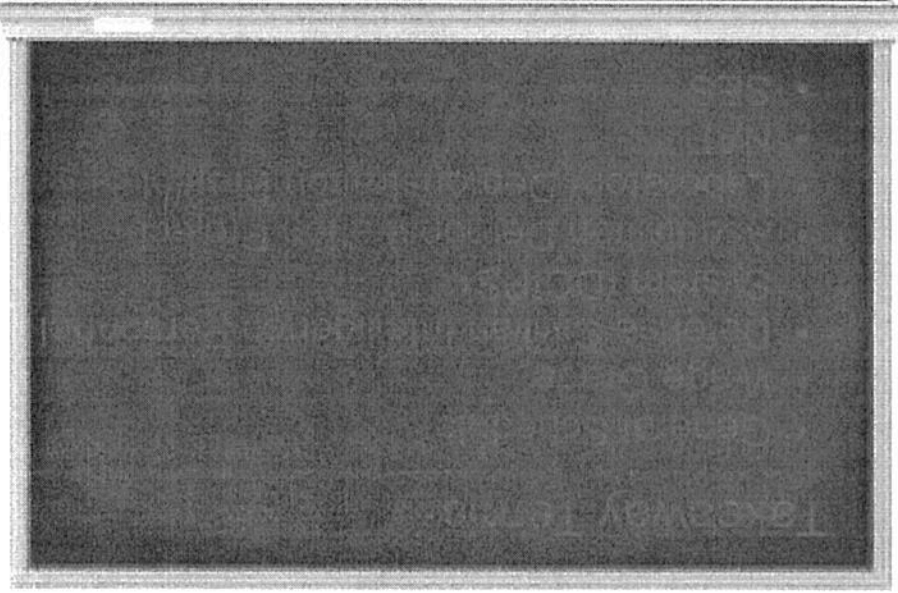
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Basic Classification Module 4

Civilian Pay Systems




U.S. Army  
CIVILIAN RESOURCES CENTER

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00:00 00:16

Basic Classification Module 4



Civilian Pay Systems

Where did the terms "white collar" and "blue collar" come from?



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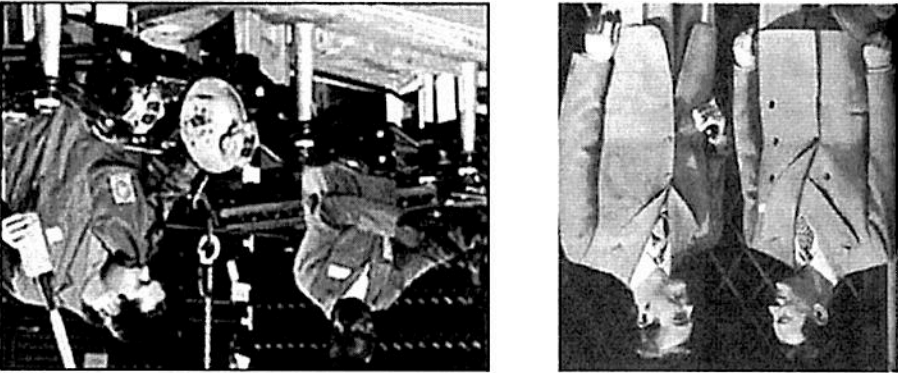
Navigation icons: back, forward, search, close

Basic Classification Module 4



Civilian Pay Systems


A Look Back...  
White Collar and Blue Collar Attire



00:01 00:44

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Basic Classification Module 4



Civilian Pay Systems

## General Schedule - GS

### References

- 5 USC 51
- 5 CFR 511
- OPM Classification Standards

### Coverage

- White collar work
- Grades 1-15
- 10 steps per grade


### Salary

- Single worldwide base salary
- Locality differentials
- Total pay = base + locality
- Pay reflected as annual salary
- Annual general increase – sometimes?

AudioText

00:00

Basic Classification Module 4



Civilian Pay Systems

## Federal Wage System - WG, WL, WS

<p><b>Salary</b></p> <ul style="list-style-type: none"> <li>• Pay varies by geographic location</li> <li>• Locality incorporated in wage</li> <li>• Pay reflected "per hour</li> <li>• Increases based on wage surveys</li> </ul>	<p><b>Coverage</b></p> <ul style="list-style-type: none"> <li>• "Blue collar" work</li> <li>• Grades 1-15</li> <li>• 5 Steps per grade</li> </ul>	<p><b>References</b></p> <ul style="list-style-type: none"> <li>• 5 CFR 532</li> <li>• OPM Operating Manual for FWS</li> <li>• OPM Job Grading Standards</li> </ul>
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Basic Classification Module 4

Civilian Pay Systems

Demonstration Projects - NH, DB

**References**

- Authorized by Congress in NDAA
- Each project identifies HR procedures in Project Operating Instructions
- Uses OPM classification standards for series determination and titling

**Coverage**


- "White collar" work
- Pay bands encompass multiple "GS" grade levels
- Different types of projects and pay bands

**Salary**


- Locality differentials
- Total pay = salary + locality
- Pay reflected as annual salary
- Annual general increase and performance dollars added to salary – no step increases

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Basic Classification Module 4



Civilian Pay Systems


Nonappropriated Fund (NAF)

DODI 1400.25 Volume 1407 AR 215.3	OPM Standards for Series and Tiling
Pay bands for white collar positions NF, CY Grade levels for blue collar (CT) positions	Locality incorporated in total salary NF 03-06 annual salary; all others paid in a hourly rate

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Basic Classification Module 4



Civilian Pay Systems


Other Pay Systems

- Senior Executive Service (ES)
- Senior Level (SL)
- Scientific or Professional (ST)
- Service School Faculty (AD)

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Basic Classification Module 4



Civilian Pay Systems

## Pay System Summary

- Multiple pay systems used in the Army
- Many have specific regulatory references, coverage criteria and salary considerations
- Classify positions according to pay system guidance

**Check Your Understanding**

*Do you remember where grades 1-15 are defined?*

5 USC


5 CFR 532

5 CFR 511

AudioText

00:05 00:31

Basic Classification Module 4



### Civilian Pay Systems

Let's check your learning:


Match the following statements with the correct pay system

Covers trades craft and labor occupations	DCIPS (GG)
Pay System with grades 1-15 and 10 steps	FWS or WAGE Grade
Intelligence Community positions	Demonstration Project
Morale Welfare and Recreation positions	General Schedule (GS)
Salary increases are influenced by individual performance	Non-appropriated Funds (NF)


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Basic Classification Module 4



Civilian Pay Systems




This concludes module four of the Basic Classification Pre-course.

Thank you for your participation


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Basic Classification Module 5



Position Classification Standards and Guides




00:00 00:00

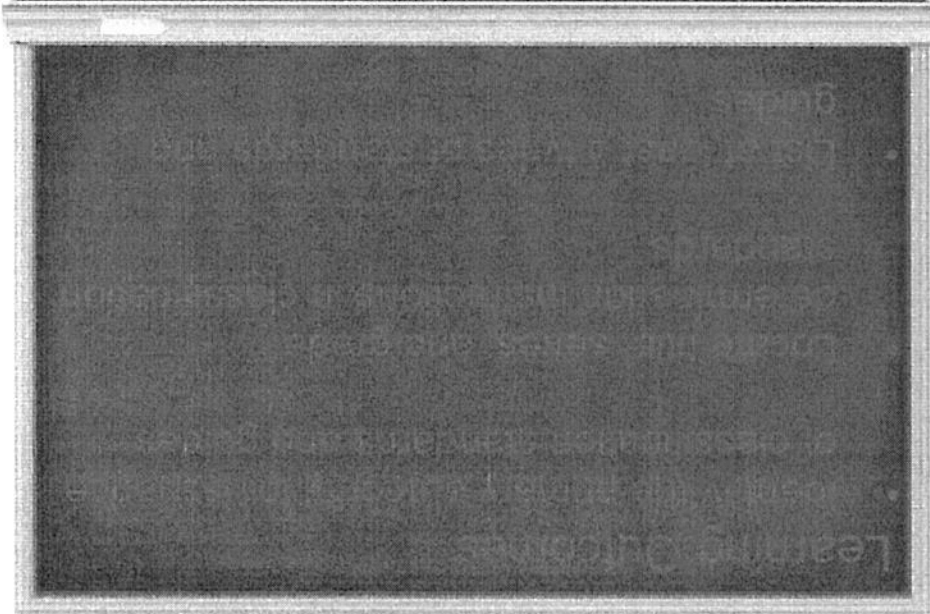
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Basic Classification Module 5



Position Classification Standards and Guides




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Basic Classification Module 5



Position Classification Standards and Guides

Classification Standards

- Published by OPM and based on Title 5
- Provide, title, series and grade evaluation criteria
- Describe work covered by the series/standard/guide
- Partially used for Demo and DCIP's positions

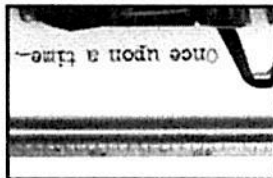
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00:01 | 00:39

### Types of Standards - Narrative

2. Describes typical assignments and level of responsibility for each grade

1. Tells a story



3. Work is evaluated as a whole

*[Faint, mostly illegible text from a document, likely a standard or assignment description.]*

AudioText

00:01 00:43




Basic Classification Module 5

Position Classification Standards and Guides

## Types of Standards - Factor Evaluation Standards (FES)

- Used to evaluate many General Schedule positions
- Describes work in terms of 9 individual evaluation factors; points assigned for different levels within each factor
- User selects the proper level for each factor, adds assigned point values, and uses point-grade conversion table to identify grade



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00:01 01:02



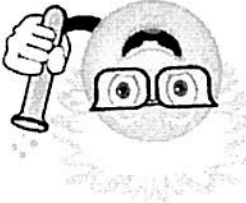


Basic Classification Module 5

Position Classification Standards and Guides

Types of Standards - Other


Formats other than FES or Narrative

Examples


 <p>5 Factor Research Grade Evaluation Guide (RREG)</p>	 <p>3 Factor Position Classification Standard Financial Management Series (0505)</p>	 <p>6 Factor General Schedule Supervisory Guide (GSSG)</p>
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Basic Classification Module 5



Position Classification Standards and Guides


## General Schedule Standard

Position Classification Standard covers a specific occupational series




Nurse (0610)

Job Family Standard (JFS) covers an occupational group



Engineers and Architects (0800 group)

Functional Guides cover specific work found in many series




(Instructor)

00:01 | 00:58


AudioText

Basic Classification Module 5




Position Classification Standards and Guides

## Federal Wage System



**Job Grading Standard**

- Covers individual occupations



**Functional Standards**

- Covers specific work found across FWS series

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AudioText

Basic Classification Module 5

Position Classification Standards and Guides

Criteria

Classification Standard Selection

Job Family

Pay Schedule

Series

Type of Work

00:02 | 00:11

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Basic Classification Module 5

Position Classification Standards and Guides

U.S. Army  
CIVILIAN HUMAN RESOURCE ADMINISTRATION

### Pay Schedule

- Usually pay system is obvious
- Analyze borderline cases to determine "paramount requirement"



**Check Your Understanding**

True or False: FES has 8 separate factors for the General Schedule?


True

False

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Basic Classification Module 5



Position Classification Standards and Guides

## Classification Standard Selection

When determining occupational series, base selection on:

### Primary Criteria

- Paramount qualifications
- Primary work of the position
- Highest level of work


### Secondary Criteria

- General Series (01)
- Catch all series (0301, 0303)
- Other factors (e.g., career ladder)

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Basic Classification Module 5



Position Classification Standards and Guides

Classfication Selection Standard


*When two or more types of work are in the same/related occupational group, consider:*

- Instructions in the standard (GS-510 vs GS-511)
- Combination series (01)
- Interdisciplinary positions (professional only)

AudioText

00:01 01:15

Basic Classification Module 5



Position Classification Standards and Guides


## Classification Standards and Titles

- Standards usually identify authorized title(s) and use of parentheticals
- Titles may be constructed for many "01" positions
- Constructed titles: Don't use title from another series
- Be descriptive & consistent. Follow OPM titling guidelines
- "Analyst" and "Specialist" for 2 grade interval positions  
"Assistant" or "Technician" for 1 grade interval positions

AudioText

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Basic Classification Module 5



Position Classification Standards and Guides

## Classification Standards for Demonstration Projects

- OPM Standards used to identify series and titles
- Broadband level descriptions are used to determine payband levels
- "Supervisor" and "Leader" titled positions use minimum criteria for statement of coverage in GSSG and GSLEG Parts I and II respectively



00:01 01:03

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Basic Classification Module 5

Position Classification Standards and Guides


U.S. Army  
 COMMAND HUMAN RESOURCES CENTER

Classfication Standard for DCIPS


- Pay systems uses OPM classification standards to identify occupational series and sometimes titling
- Army Occupational Guides (AOG) provide classification criteria for each series to determine grade.

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Basic Classification Module 5



Position Classification Standards and Guides


## Classification Standard Summary

- Three types of standards: FES, Narrative and Other Standard are developed as:
  - Position Classification Standards (PCS) - white collar single series
  - Job Family Standards (JFS)
  - Functional Guides (cover type of white collar work)
  - Job Grading Standards (JGS) – FWS single series
  - Functional Standards (blue collar type of work)
  - Provide valuable occupation background information
  - Use of standards differs with type of Pay System

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Basic Classification Module 5



Position Classification Standards and Guides

## Let's Check Your Learning

Determine if each of the following statements is True or False

<p>Classification standards help determine occupation series selection, official titles, and grade level.</p> <p><input type="radio"/> True</p> <p><input type="radio"/> False</p>	<p>OPM job grading standards cover white collar or General Schedule work.</p> <p><input type="radio"/> True</p> <p><input type="radio"/> False</p>
<p>When constructing titles, it is permissible to use an official title from another classification standard.</p> <p><input type="radio"/> True</p> <p><input type="radio"/> False</p>	<p>DCIPS uses classification standards to determine grade level of positions.</p> <p><input type="radio"/> True</p> <p><input type="radio"/> False</p>

00:01 00:07

AudioText

Basic Classification Module 5



Position Classification Standards and Guides

Let's Check Your Learning Cont...


Three types of standards are narrative, FES and degree.

- True
- False

Interdisciplinary positions are jobs which can be filled by a number of qualified professionals in different occupations.

- True
- False

Basic Classification Module 5



Position Classification Standards and Guides

This concludes the fifth module of the Basic Classification Pre-course.


Thank you for your participation

AudioText

00:01 00:11

Basic Classification Module 6

Major Duties and Grade Controlling Work



00:00 00:04

AudioText



The image shows a video player interface. At the top, there is a title bar with the text "Basic Classification Module 6" on the left and a circular logo on the right. The logo contains the text "U.S. Army" and "CIVILIAN RESOURCE CENTER" around a globe. Below the title bar is a video player window with a dark, mostly blank screen. Above the video player is a progress bar showing a time of 00:02. To the right of the video player is a black vertical bar with the text "AudioText" in white. At the bottom of the video player, there are navigation controls including a play/pause button, a volume icon, and a close button. The text "Major Duties and Grade Controlling Work" is visible at the bottom of the video player area.

The image shows a video player interface. At the top, there is a title bar with the text "Basic Classification Module 6" on the left and a circular logo on the right. The logo contains the text "SUPPORT HUMAN RESOURCES" and "U.S. Army". Below the title bar is a navigation bar with icons for back, forward, search, and close. The main area of the player is a large, dark, rectangular video frame that is currently blank. Above the video frame is a progress bar showing a time of 00:01 and a volume icon. In the top right corner of the player, there is a small box labeled "AudioText".



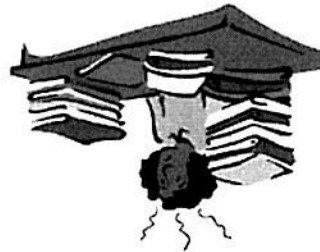
### Major Duties and Grade Controlling Work



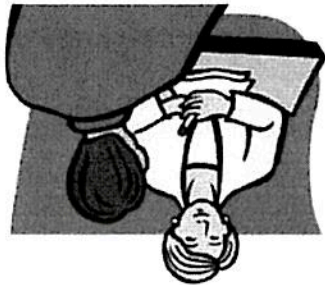
## Major Duty - GS

Represents the essential and basic reason for the position which either:

Occupies 25% or more of the employee's time



OR




Requires a significant knowledge, skill, or ability which influences qualifications or hiring



AudioText

Basic Classification Module 6



Major Duties and Grade Controlling Work

### Major Duty - FWS

Work or tasks that are performed on a regular and recurring basis.

Duties which are performed:


- In the absence of another employee
- To meet emergency workloads
- Or for training purposes to gain experience for a higher grade position

Should **not** be considered regular and recurring for grading purposes

AudioText

00:00 00:36

Basic Classification Module 6



Major Duties and Grade Controlling Work

## Grade Controlling Work

Duties which support the grade or pay band level of the position

<b>Demo</b>	• Duties correlate to key elements or competencies for each pay band
<b>GS</b>	• Duties occupy at least 25% or more of the employees time
<b>FWS</b>	• Duties are regular and recurring

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00:00 | 00:55

Basic Classification Module 6

Major Duties and Grade Controlling Work

Position vs. Person

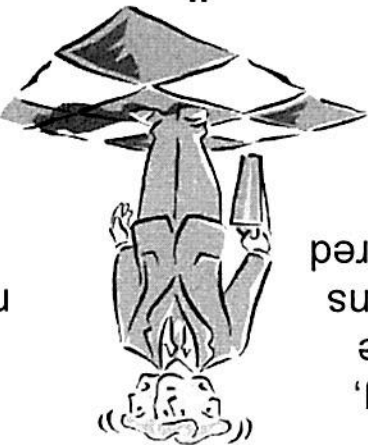

In staffing, employee qualifications are considered

In classification, position requirements are considered

The two paradigms are different!

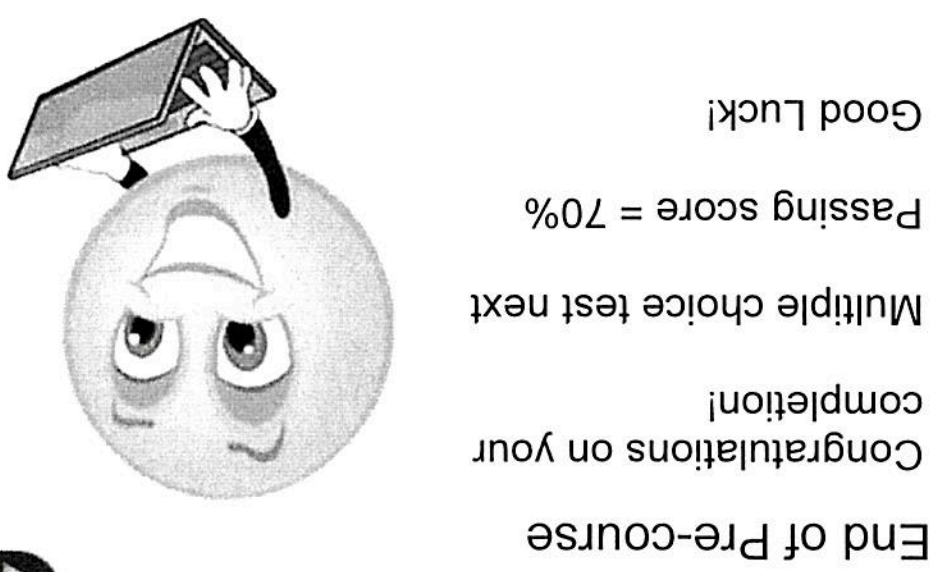
00:00 | 00:52

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Basic Classification Module 6

Major Duties and Grade Controlling Work



End of Pre-course completion!  
 Congratulations on your Multiple choice test next  
 Passing score = 70%  
 Good Luck!

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00:01 00:21

