



Non-US Classification



Local National (LN) Classification Program

B A S I C I N F O R M A T I O N

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Overview



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3. **Position Audits**
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1. Legal basis and Program Viewpoint

Legal basis: *Collective Tariff Agreement (CTA) II (character of law)*

Legal Authority: *Classification is solely responsible for the proper classification of positions and exercises this authority on behalf of the “Commander with appointing authority” (IAW USAFEI 36-1401)*

- *Classification decisions are authoritative and final*
- *Internal and external Appeal Rights and Procedures apply*



At any time the employee can file a complaint with the German Labor Court, resulting in the termination of any ongoing internal appeal process as listed above

Program Viewpoint:

- *Achieve statutory principles of “equal pay” for “substantially equal work”*
- *Evaluation of “what” instead of “how well” work is done*
- *Consider position, mission and functional requirements – not the employee*
- *Key is – only describe duties “actually assigned & performed”*
 - *Collective Tariff Agreement (CTA II), Art. 51: the employee will be allocated to a wage or salary group in accordance with the criteria/characteristics of assigned duties*



The predominant duties determine allocation and classification of position



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2. Classification Responsibility:

- **Maintain ACCURACY of the Classification program**
 - Achieve statutory principles of “equal pay” for “substantially equal work”
- **Advice on position management and classification principles/standards**
- **Verify duties and responsibilities described IAW the mission/function, scope and complexity allowed for the position**
- **Review of supporting documentation (i.e. ORG-chart, subordinate positions, etc.)**
- **Coordination on all position description changes w/ Manpower for authorized position capability**
- **Determination/assignment of US position title and series IAW OPM series definitions and LN position title IAW German titling provisions (i.e. German labor office publications)**
- **Evaluation/Classification of each position strictly IAW CTA II tariff classification and grading provisions**
 - **Grading strictly IAW the LN tariff provisions to ensure proper allocation and classification of position**
 - **Former out-of-tariff classification rescinded in the 1990's**
 - PD's based on this Factor Point System were usually classified one or two grade levels higher to make working with the US Forces more attractive to the public



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3. Position Audits:

- ***Supervisory/Desk Audit***
- **Will be conducted in *controversial situations***
- **Remain at the *discretion* of the servicing Classification Specialist**
- ***Guidance* for this process will be provided by the Classification Section**





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4. Management/Supervisor Responsibility:



- **Review position descriptions *periodically***
- **Establishment of a *sound organizational structure* and *review of vacancies* for better use of *manpower resources***
- ***Report/indicate* any changes, especially *substantial* mission changes, to determine possible impacts/ changes in the classification**
- ***Basis* for a change in position description is the “*significant*” change in *mission and/or function***
 - ➔ Do not attempt to upgrade the position to satisfy the employee and/or to reward “High-performers”
 - ➔ Consider the Incentive Awards Program
 - ➔ Do not promise a promotion
- **Only assign *duties and responsibilities* which are *necessary for the function*, and are in *accordance with PD content described/classified* to avoid unnecessary cost**
- ***Supervisors coordinate personnel actions* with higher level Mgmt. prior to submission to Civilian Personnel**
- ***Supervisors influence* the final classification and should recognize the dollar value placed on described/certified duties**

➔ If supervisors permit for an over-stated job to exist, it distorts the Merit/RIF systems and cheat tax payers

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5. Classification Criteria:



- It is the position that is classified, ***not the person*** assigned to it.
- Major duties and responsibilities (50% or more of working time) represent the ***primary purpose*** why the position exists, and ***determine allocation and classification*** of the position
- Level of ***complexity and scope*** of assigned duties and responsibilities
- Level of ***independence*** required to perform assigned duties and responsibilities
- Required ***skills, knowledge's, functions*** etc.
- Level of ***decision-making*** and ***application of judgment*** required for assigned duties and responsibilities
- ***Extend*** and ***type*** of ***supervisory control***
- Organizational structure, unique constellations, special importance & requirements, etc.



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Factors which cannot be credited

It is the **Position** that is to be classified, **NOT** the *Person*



Volume of work



Duties performed in the absence



Difficulty in recruiting / Scarcity of Employees



Length of Service



- Quality of Work
- Efficiency of Performance

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6. How to update a Position Description (PD):



- 1) ***Initiate the Process*** – submit Request for Personnel Action (RPA) via DCPDS
- 2) ***Use current PD in place***; review and indicate any changes/updates/additions required
 - The PD should be a *short, concise* and *generic* description to provide maximum flexibility to Management
 - PD must include *predominant* duties, responsibilities, functions and knowledge's, as well as supervisory relationship
- 3) ***Controls over Work*** - determine the *extend and type of supervisory control exercised*; decisions made, judgment applied and how completed work is *reviewed/controlled*
- 4) ***“Other significant facts”*** describe *specialized skills* required; *clearances* and/or *language requirements*; *physical efforts* etc.

- PD Updates do not necessarily result in PD upgrades -



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Process:

- RPA is a requirement to initiate the process
- Classification Specialists will review any PD for accuracy, even if no update from Management was provided
- Provided PD updates will be reviewed, revised if necessary, and coordinated with the respective Manpower office
- Once the new PD is established it will be provided to Management/Supervisor for review/signature
 - Supervisor's certify with their signature that the PD reflects an accurate content IAW mission and function requirements to carry out government functions
 - Supervisor's do not sign for title, series and grade
- Classification will determine title, series and grade and certify with signature, that the PD content is properly classified IAW CTA II classification and grading provisions





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Info:



- **Leader positions in trades and labor work require a subordinate ratio of 1:3**
 - Classification is based on the highest level of nonsupervisory work led.
 - **Leader positions in clerical or other positions lead three or more employees**
 - Work leaders also work that is usually of the same kind and level as that done by the team lead.
 - Leader duties must be a regular and recurring part of the assignment and occupy at least 25%
 - **Supervisory positions require a subordinate ratio of approx. 1:10**
 - Supervisory duties and responsibilities are a regular and recurring part of the assignment and occupy at least 25%
 - **Duplication of functions and Deputy functions on the Flight level:**
 - Air Force Instruction 38-201 **clearly outlines** that duplications of functions/Deputy functions on the Flight level **are not allowed**
- ➔ For review / fill actions of leader/supervisory positions an Org-Chart reflecting subordinate positions with title/series/grade is required
- **Mixed type positions:**
 - A "mixed series" position involves **work covered by more than one occupational series.**
 - Can only be applied in the **white collar field**; should be applied **carefully** and **avoided** – if possible
 - A **mix between blue collar and white collar** type duties in one position is **not allowed**
 - **Professional, administrative, technical, and clerical positions** have to be classified in the **white collar field**
 - Duties and responsibilities involving the performance of **physical work** which requires know-ledge or experience of a **trade, craft, or manual-labor nature** have to be classified in the **blue collar field.**

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7. Miscellaneous:



➤ Performance issues:

- ❗ Should not be solved through the Classification program. PD's are established based on mission and functional requirements. If an employee does not perform to the expected performance level, please get in contact with your servicing Employee Management Relations (EMR) specialist instead of changing the PD.

➤ Temporary promotion IAW CTA II, § 53 requires:

“Assignment of *higher level duties* that take up the *greater part of working time*, and the performance of these duties for at least *30 consecutive calendar days*”

➤ Functional Allowance IAW CTA II, § 21, No. 2:

CTA II, § 21 No. 2, can be applied to employees who are required to perform a *special function* which is *not included in the criteria* of their wage or salary group, or on whom other *special requirements* are imposed may receive a functional allowance in an adequate amount.



Payment of a Functional Allowance is voluntary and can be granted up to 10% of the regular monthly salary

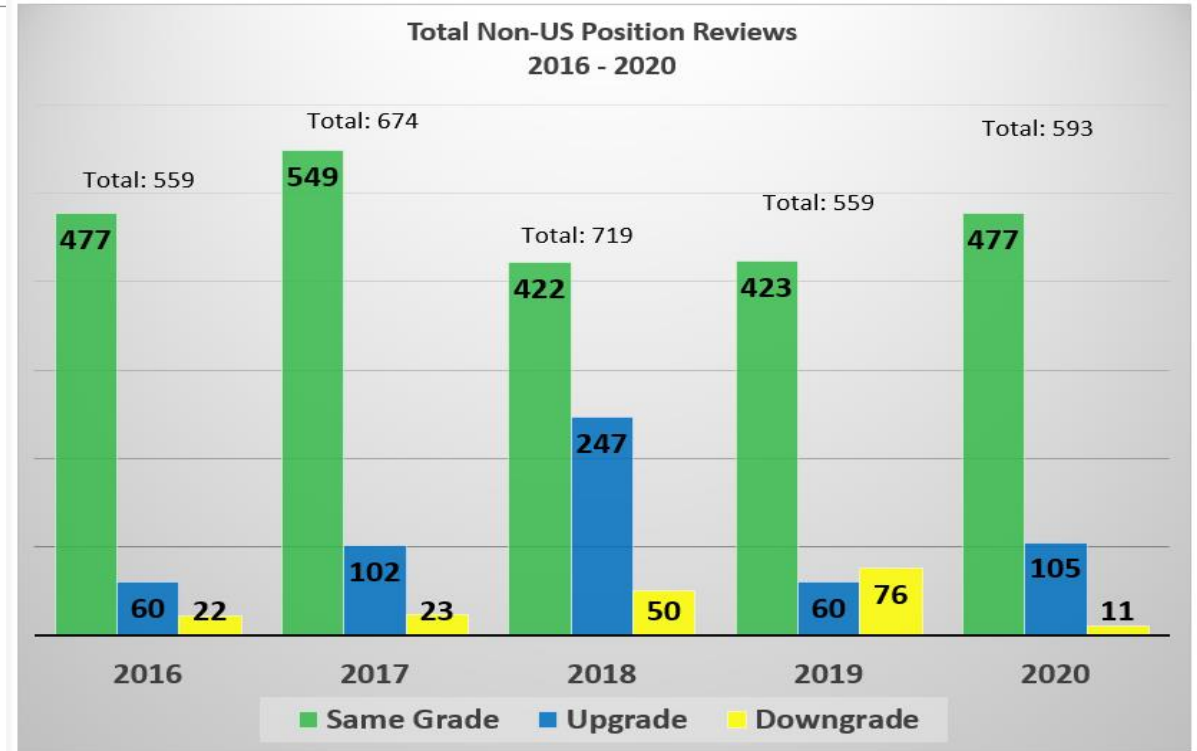
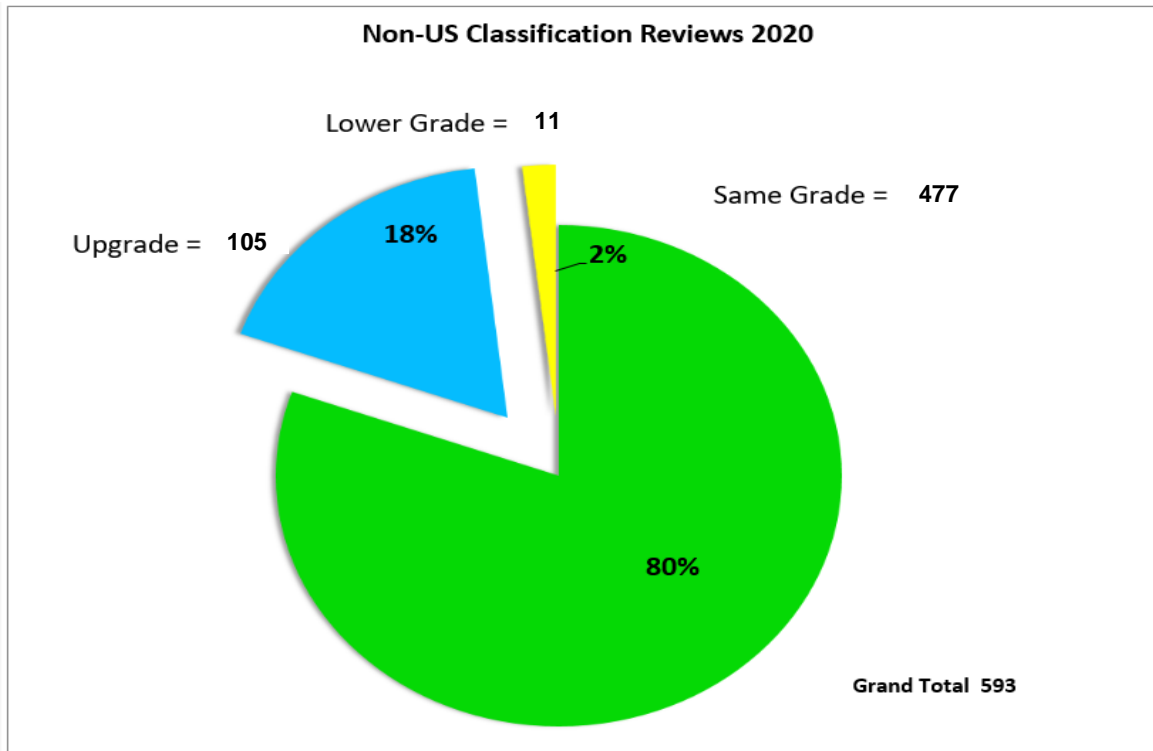
- ### ➤ Severity Allowance IAW CTA II, § 21, No. 4: “As a matter of principle, *severe working conditions* (...) are *compensated* for by the wage or salary agreed on in this Tariff Agreement unless severity allowances have been separately agreed on for such conditions in appendix S”; i.e. work *heavily soils* either the employee's body/the employee's own work clothing; is *particularly hazardous, repulsive, or unhealthy*; *physically exceptionally strenuous*; and/or must be performed *under particularly aggravating* circumstances.”

- Severity Allowance requests need to be submitted via *USAFE Form 818* and require *justification*
- Classification will review all request for approval/denial.

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- If a position review results in a “lower grade” this will only be applied once the position becomes vacant
 - To avoid adverse impact on the employee
- Some of the “lower grades” reflective in the above also reflect developmental positions
 - i.e. Position is a Contract Specialist at the C-7 grade level, but will be announced and hired at the C-6 entry level for development

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9.



QUESTIONS?

PLEASE CONTACT THE CLASSIFICATION TEAM FOR ASSISTANCE OR ADVISE

PHONE: (DSN) 480-4214

(Local) 06371/47-4214

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