

sales@yrci.com

Classification and Position Management Services

Many Laws, Many Approaches

The classification of federal positions involves many different laws, regulations, and policies. Agencies respond with a wide variety of approaches to meet the requirements of applicable laws, in order to assign a title, series, and grade to a position.

YRCI is an expert in classifying positions, conducting desk audits, writing and editing position descriptions (PDs), and providing position management solutions for realignments and reorganizations. We've worked in Title 5 environments, Title 42 environments, and within agency-specific classification systems. We've worked with competitive service positions, as well as excepted service positions. No matter how your organization conducts classification, we have a broad range of experience to bring value to your operation.

A Unique Method

Classification is more than just the systematic application of a standard. It's an integral part in the changing mission of an agency, as new mission areas are added, as old ones end, as workloads rise and decline. With each change, the positions necessary to complete the mission can alter. The way those positions are aligned in an organization can shift, too. With that in mind, YRCI focuses on two key areas in providing all of its classification services:

- **Consistency**—Position classification has to be uniform across an organization. Inconsistent determinations of title, series, and grade create dysfunctional workforces. To that end, YRCI provides a well written Evaluation Statement with every position we classify, to describe how we reached our conclusion.
- **Intent**—What does our customer actually want to accomplish with a classification request or position management activity? We get to know our customer and their organization. We learn what they want to accomplish and how that fits into their current organization. In doing so, we are able to produce work products that actually contribute to the mission.

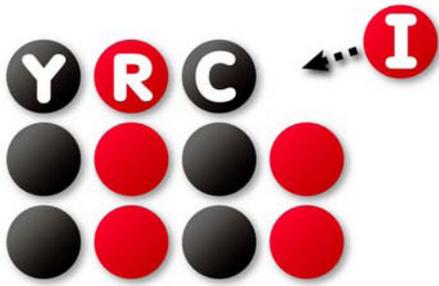
How Can YRCI Help?

YRCI's classification and position management service offering extends to several areas. We offer a host of services and solutions to help our customers achieve their mission:

- **Classifying positions**—We can classify any position, WG or GS, grades 1 through 15, and senior- and executive-level positions. We also have experience with agency-specific classification systems.
- **Developing standard PDs**—Some agencies are moving away from employee-specific PDs to standard PDs. We have extensive experience helping agencies with that transition.
- **Performing desk audits**—YRCI carefully conducts interviews and investigates all relevant information to help determine if a position is properly classified.
- **Responding to classification appeals**—When an employee makes a classification appeal to OPM, we can support the agency by gathering data and providing analysis to defend an agency's classification decision.
- **FLSA, position sensitivity, and financial disclosure determinations**—YRCI can complete special projects to make determinations on positions, such as the FLSA of a position.
- **Developing and maintaining a PD library**—We have developed secure, web-accessible PD libraries for maximum functionality. We even convert paper PDs to electronic format and enter them into a web-accessible library through a proprietary process.
- **Reorganizations and Realignments**—We analyze the impact of proposed reorganizations and realignments and help develop new organizational charts, functional statements, and staffing plans. We can also support Reductions-in-Force.

This represents only a limited selection of our classification and position management capabilities. If it involves a title, series, grade, payband, or other classification element, we can help.





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Demonstrated Success

YRCI prides itself in tailoring its services to meet a customer's exact needs, whether those needs are well defined or not. YRCI has an excellent history of developing unique classification and position management solutions that work for our customers. We've conducted desk audits in sensitive environments, helped reclassify positions after major reorganizations, and created entire web-accessible PD libraries. We've established an excellent track record along the way. The following represents only a small portion of our considerable classification experience:



U.S. Coast Guard (USCG)—YRCI provides a range of classification services to USCG, including classifying new positions, conducting desk audits, reviewing and revising important PDs that set a precedent for the entire HR Directorate, and building a web-accessible PD library. We classified **more than 600** positions in one year.



U.S. Department of Homeland Security, Headquarters (DHS HQ). YRCI provided a full range of HR services when this agency was an entirely new entity with no internal HR capability. We developed new process flows and standard operating procedures for classification. We classified hundreds of positions which led to the creation of a new workforce of 2,800 federal employees. We also built a web-accessible PD library and conducted desk audits.



NASA Goddard Space Flight Center. YRCI developed and implemented an automated survey tool to have managers and supervisors certify the accuracy of their subordinates' PDs. We then used this information to document competitive levels codes and validate competitive level determinations.



Department of Education. We conducted a complete review of classification and position management activities at the Office of Post Secondary Education. This included conducting research and providing analysis to support the agency in OPM classification appeals.



U.S. Department of Agriculture (USDA). YRCI has provided classification and position management services to several offices and agencies within USDA. In addition to classifying positions and conducting desk audits, we've also created several web-accessible PD libraries for different USDA agencies. We are currently working on a special project to convert more than **10,000 PDs** into electronic format for storage in a PD library.

YRCI Shared Service Center (SSC)

Many of our federal customers receive classification services through our SSC, which is a fast and cost-effective alternative to onsite support. Our SSC is fully staffed and ready to turn around classification requests quickly. For more information, ask for our marketing document on the YRCI SSC.

Procuring Our Services

YRCI offers a number of easy methods in order to procure our services:

- YRCI possesses a GSA schedule with a wide variety of HR services labor categories at very competitive rates: GSA Schedule 738X for HR and EEO Services (Contract No. GS-02F-0050N).
- We have Blanket Purchase Agreements (BPAs) with multiple agencies that you may be able to use.
- We accept government credit card payments. This is particularly useful if you have an urgent need to complete a number of tasks below the threshold for a credit card payment. Our SSC is able to complete these types of requests very quickly, making for a speedy procurement from purchase order to final delivery.

