

Commission may revoke the delegation when it finds that the authority is not being properly used.

Guidelines for the determination of trades, crafts, or manual-labor positions, developed to help agencies determine whether individual positions not clearly categorized by direct application of the law are subject to or excluded from the act, have been distributed to departments and independent establishments (FPM Letter 511-3, dated 7-16-63).

We want to assure that agency officials have a proper understanding of the guidelines and that they are taking appropriate action to use the guides in the manner that was initially intended.

Position Documentation

The inspector should determine whether or not position classification is conducted efficiently -- without excessive paperwork -- and position descriptions are an effective communication media, i.e., are written in terms understandable to persons having a general familiarity with the activities, methods, practices, techniques, and terminology of the occupation concerned.

Management action to assure sound position classification on a continuing basis through periodic reviews of descriptions and classifications.

Proper control of details.

Salary retention operations.

We are particularly concerned that a system has been provided for assuring that employees who are downgraded through no fault of their own are given proper consideration for salary retention; and a positive effort is made by the agency to use the two-year period of salary retention to bring about assignment of such employees to positions in grades commensurate with the retained rate.

Followup action on previous inspection and appeals.

Whenever the Commission has ordered a corrective action on a position classification, either as a result of an inspection or a classification appeal, the inspector will, on the next inspection of the agency ascertain:

- o Whether the reported compliance action was in fact effected.
- o In those cases where the agency has other positions with identical duties or responsibilities, whether (1) the