

agency has made the review necessary to determine that such positions are in fact identical to subject position; and (2) appropriate corrective action has been taken on all identical positions.

(c) Factfinding Techniques and Sources of Information

1 Interview managers, supervisors, nonsupervisory employees, and personnel staffs as appropriate to determine:

- o Ways in which classification techniques and procedures are used.
- o Degree of promptness in classifying and reclassifying positions.
- o Action taken to assure sound position classification on a continuing basis, to control details, and to take corrective action ordered in previous inspections.

2 Examine the plan and schedule established for the periodic review of positions.

3 Review a sampling of position descriptions.

4 Conduct a sufficient number of position reviews to help evaluate how well the agency organizes and classifies its positions. Unless specified by a nationwide plan, the regional offices have full freedom for choosing the positions which will result in a meaningful sample. Sampling will be determined by the primary classification interests of the inspection. For example:

- o When a comprehensive test is intended of the effectiveness with which work is organized, positions will be primarily selected from those which represent the principal mission-related occupational areas.
- o When the agency's administrative activities are of prime inspection concern, staff support type positions such as budget and personnel may make up the major part of the sample.
- o When the relationship between organizational levels in regard to delegations of authority and the exercise of that authority is of prime interest, the sample review would concentrate on supervisory positions and other key positions.
- o When the need for deputies and major assistants is questioned, the sample would center around the key positions and assistant-type positions.