

the agency or establishment is responsible for: (1) determining whether such other positions are, in fact, identical in duties and responsibilities to the subject position; and (2) applying equally the action directed on the position reviewed to all other positions."

o Each individual classification case on which a recommendation is made for a change in classification or documentation; or for which a Commission directed action is indicated should be listed, identifying:

- Position number and organizational location
- Name of incumbent (if vacant position, so state)
- Current agency classification
- Required action

o Cases the inspector finds on review to be adequately documented and classified consistently with CSC position classification standards will not be listed in the inspection report. Such findings, however, will be reported to the Director, Bureau of Inspections, as an attachment to the memorandum transmitting the report in the following two situations:

- Cases were specifically designated for review as part of the nationwide plan for coverage in the agency; or
- Cases were selected to meet a special occupational coverage requirement.

Accuracy of classifications.

The correction of an agency's improper classification action is a legal responsibility of the Commission. Therefore, whenever possible, the inspector must make a firm classification determination on positions which he reviews and finds inaccurate. (As noted previously, there should normally be a close relationship and consistency between work organization and position management and position classification findings.)

Any inspection finding that results in the conclusion that the agency decision is not correct and is due principally to improper application of classification standards rather than position management considerations will be reported as a "required action." The term "suggested action" will not be used in reporting a finding which implies that an agency classification decision is incorrect.