

STATE OF WEST VIRGINIA
OFFICE OF THE ADJUTANT GENERAL
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CHARLESTON, WEST VIRGINIA 25311-1085

JFHQ-HRO-TP

5 November 2010

MEMORANDUM FOR All West Virginia National Guard Technicians

Subject: Classification Audit and Package Implementation Memorandum of Instruction (MOI)

1. Purpose: This MOI is to identify the procedures necessary for requesting and conducting an audit of an employee's position. Additionally, it will identify procedures for Classification Package implementation.
2. The Human Resources Office/Classification Section (HRO-C) is responsible for the proper implementation of Classification Packages received from National Guard Bureau as well as proper classification of positions within the State.
3. The following procedures will be utilized when implementing classification packages:
 - a. Upon receipt of a new classification package, HRO-C will review it within 5 days of receipt and determine if the package applies in whole or in part to an activity of the West Virginia National Guard. After an initial determination is made and if it is applicable to a West Virginia activity, the following documents will be maintained in the classification package:
 - (1) The entire package to include implementing instructions, position descriptions, proposed organizational charts, etc.
 - (2) A manning document of the affected activity.
 - (3) A comparison of the old vs. new structure of the affected activity.
 - (4) Notes identifying the affected positions/individuals and the action that may be required to implement the package.
 - (5) Current Organizational Charts of the activity.
 - (6) Record of desk audits conducted on the positions within the activity (if required).
 - (7) The HRO memorandum implementing the package.
 - (8) Copies of the SF 52 indicating final implementation of the package.

(9) Any additional notes or memorandums pertaining to the specific implementation of the package.

b. The package will be provided to the affected activity as soon as possible after initial evaluation of data, but not later than 20 days after receipt. A copy of the manning document and any organizational charts will be forwarded along with the implementing instructions. There are a variety of required actions dependent on the implementation instructions. Thus it is difficult to establish a specific implementation time as external influences may affect the implementation timing. However, HRO-C will strive to have the package implemented no later than 65 days after receipt. Should this suspense not be met, notes identifying the reasons for delay will be included in the package file.

c. An update will be provided to HRO Staff during our weekly staff meetings. This will include the date of receipt and the status of each package with expected implementation dates.

4. The following procedures will be utilized for positions that are identified for desk audit:

a. Requests for desk audit must be received in HRO-C in written form. Electronic requests may be utilized if required coordination can be documented through this process. This coordination must include the immediate supervisor, if the request is initiated by the incumbent of the position. If the request is from the supervisor based on change in duties assigned, the incumbent must have these coordinated with them. **Note:** The employee's coordination is informative in nature as it is a right of management to assign duties.

b. HRO-C will contact the individual and supervisor concerned to request preliminary information and to determine a time for the on site desk audit (if required). An audit questionnaire will usually be required and will fit the following criteria.

(1) Non-Supervisory Positions: A desk audit questionnaire will be provided to the incumbent of the position for their completion. Coordination with the supervisor is required prior to returning it to HRO-C. The non-supervisory questionnaire will be provided if the position is a bargaining unit position and there is no supervisory work involved.

(2) Supervisory Positions: A supervisory audit questionnaire will be provided if the position is a supervisory position or if duties are being assigned that are supervisory in nature. Both may be required if a determination cannot initially be made by HRO-C as to the grade controlling functions of the position. If both are required, an explanation will be provided to the incumbent of the position and the supervisor.

c. After HRO-C receives the audit questionnaire, the classifier assigned to the audit will make a determination if enough information has been provided to make a determination as to the action required or if an onsite audit will be required to make a proper determination. This will vary dependent on the action requested and the complexity of the position being audited. The classification specialist assigned to the audit will recommend to the Supervisory Human Resources Specialist (SHRS) whether or not an on-site visit should be conducted. The SHRS will make the final determination as to whether the on site visit is required.

d. The following time frames will be followed when desk audits are requested:

(1) Initial contact with the employee/supervisor will be made within 5 days of receipt.

(2) Appropriate Questionnaires will be provided within 10 days of receipt.

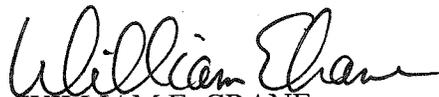
(3) An onsite desk audit will be scheduled (if required) within 30 days of the receipt of the appropriate questionnaire.

(4) A final determination will be made and the employee/supervisor will be notified no later than 30 days after completion of the onsite audit or 30 days after the determination is made that an onsite audit won't be required.

NOTE: If an exception position description is determined to be necessary after completion of the audit process, it will be forwarded to NGB no later than 45 days after completion of the audit process. The time frame for implementation is then in the hands of the OPR and NGB Classification. This process can take several months. The positions description will be implemented as soon as possible after approval is received from NGB Classification.

e. An update report on positions being audited will be provided to HRO staff during the weekly staff meetings. This report will include its current status as well as the dates of various actions identified above.

4. POC is WO1 Siobhan J. O'Flaherty, 304-561-6357, DSN: 623-6357, e-mail: siobhan.manier@us.army.mil.


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