Slide 1

Cyber Excepted Service (CES)
HR Elements Course
Lesson 3
Occupational Structure
DoD CIO

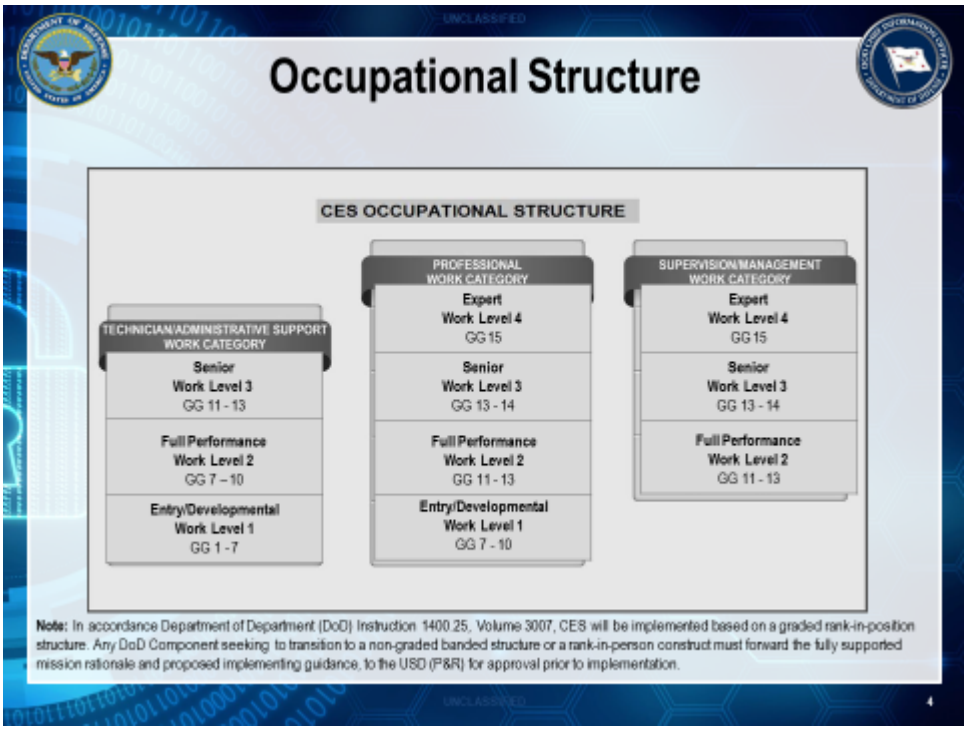
Slide 2

Learning Topics
Occupational Structure Benefits
Occupational Structure (Categories and Levels)
Grades
Occupational Groups and Series
Position Alignment and Process
Position Descriptions
Fair Labor Standards Act (FLSA)
Implementation Considerations
Practical Exercise
Lesson Review

Slide 3

Occupational Structure Benefits
Promotes consistency across the Enterprise
Streamlines the recruitment process for CES positions
Facilitates enterprise strategic workforce planning
– The right people are in the right places to meet evolving requirements
Fosters movement across the Cyber Community
FIND THE RIGHT
PEOPLE

Slide 4


Occupational Structure
CES OCCUPATIONAL STRUCTURE
TECHNICIAN/ADMINISTRATIVE SUPPORT WORK CATEGORY
Senior Work Level 3 GG 11 - 13
Full Performance Work Level 2 GG 7 – 10
Entry/Developmental Work Level 1 GG 1 - 7
PROFESSIONAL WORK CATEGORY
Expert Work Level 4 GG 15
Senior Work Level 3 GG 13 - 14
Full Performance Work Level 2 GG 11 - 13
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SUPERVISION/MANAGEMENT WORK CATEGORY
Expert Work Level 4 GG 15
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Note: In accordance Department of Department (DoD) Instruction 1400.25, Volume 3007, CES will be implemented based on a graded rank-in-position structure. Any DoD Component seeking to transition to a non-graded banded structure or a rank-in-person construct must forward the fully supported mission rationale and proposed implementing guidance, to the USD (P&R) for approval prior to implementation.
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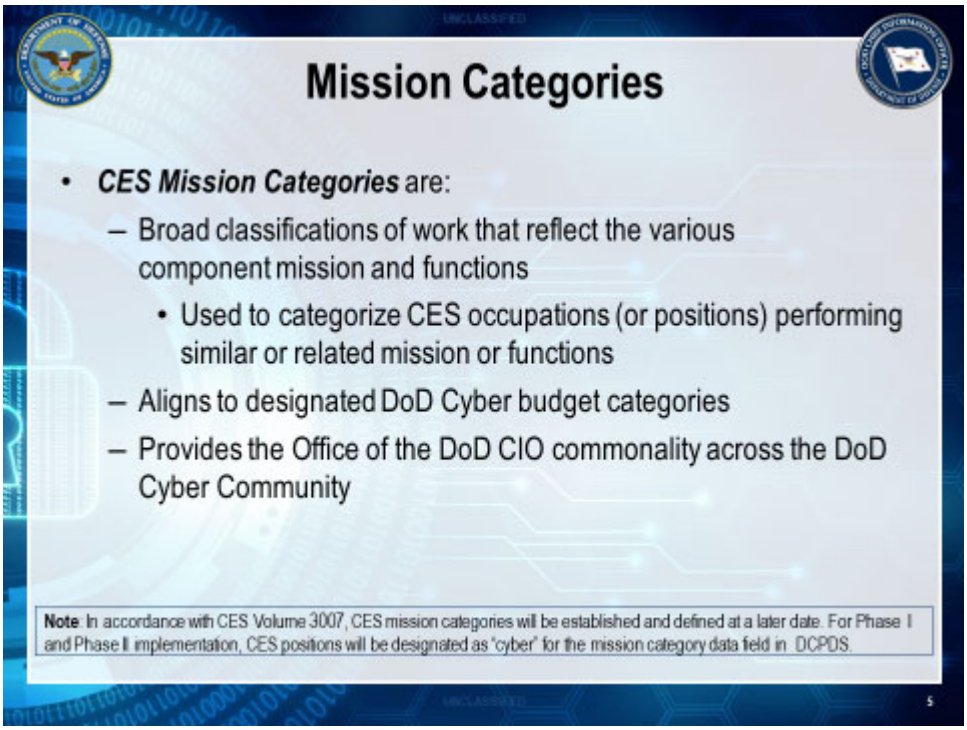
Mission Categories
• CES Mission Categories are:
– Broad classifications of work that reflect the various component mission and functions
• Used to categorize CES occupations (or positions) performing similar or related mission or functions
– Aligns to designated DoD Cyber budget categories
– Provides the Office of the DoD CIO commonality across the DoD Cyber Community
Note: In accordance with CES Volume 3007, CES mission categories will be established and defined at a later date. For Phase I and Phase II implementation, CES positions will be designated as "cyber" for the mission category data field in DCPDS.
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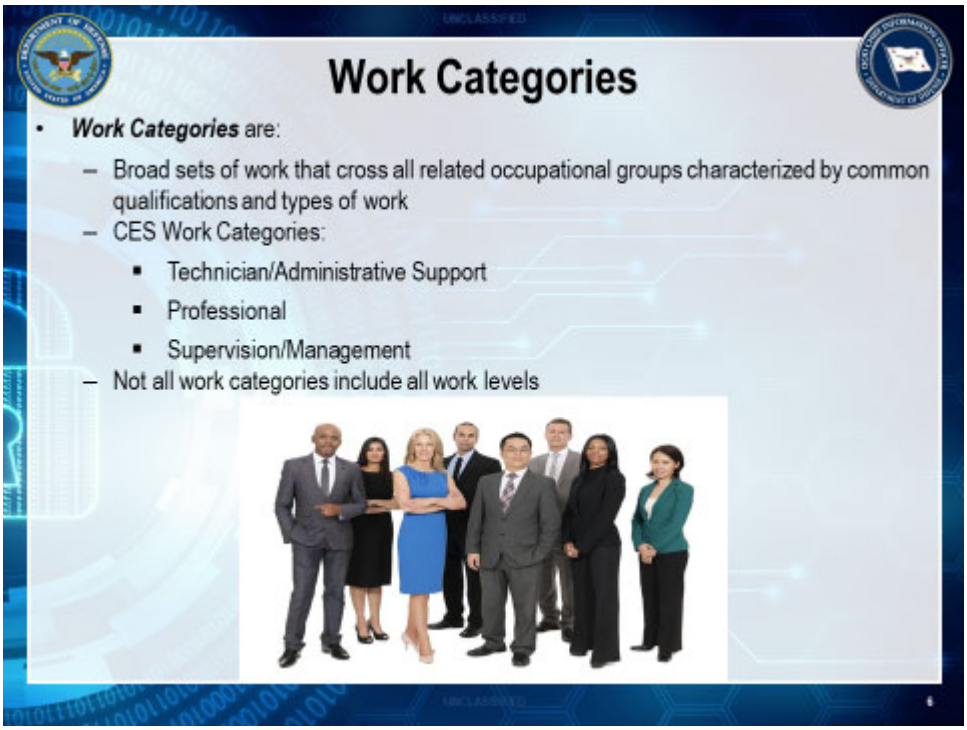
Work Categories
Work Categories are:
Broad sets of work that cross all related occupational groups characterized by common qualifications and types of work
CES Work Categories:
Technician/Administrative Support
Professional
Supervision/Management
Not all work categories include all work levels

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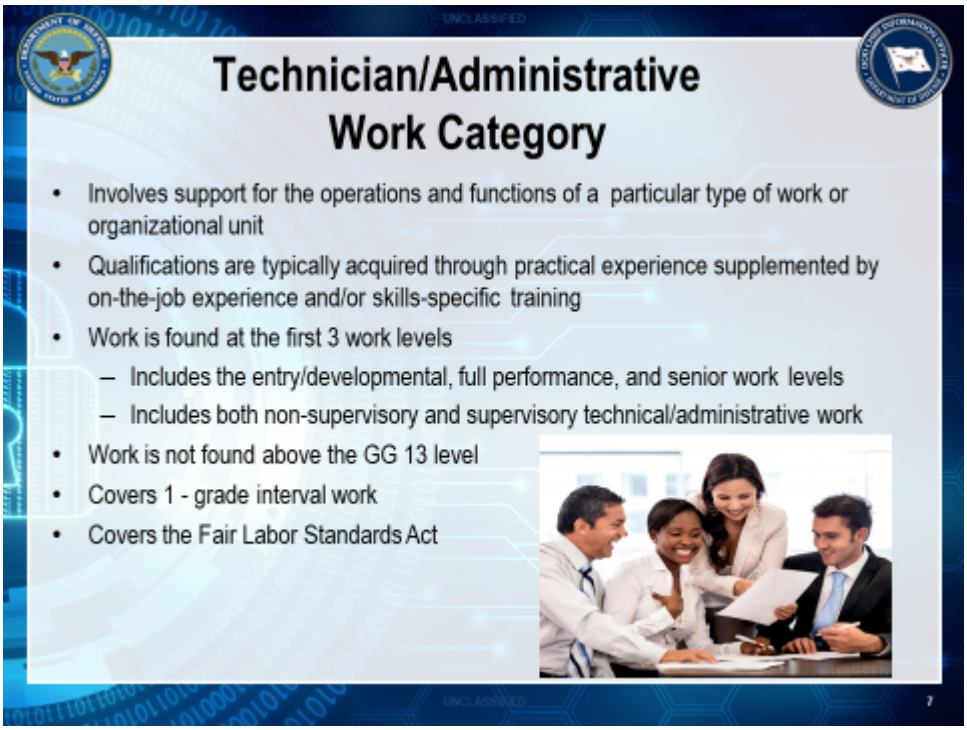
Technician/Administrative Work Category
Involves support for the operations and functions of a particular type of work or organizational unit
Qualifications are typically acquired through practical experience supplemented by on-the-job experience and/or skills-specific training
Work is found at the first 3 work levels
– Includes the entry/developmental, full performance, and senior work levels
– Includes both non-supervisory and supervisory technical/administrative work
Work is not found above the GG 13 level
Covers 1 - grade interval work
Covers the Fair Labor Standards Act
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Professional Work Category
Interpretation and application of concepts, theories, and judgment
Requires either a bachelor's degree or equivalent experience for entry
Features multiple work levels
Includes only non-supervisory positions

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Supervision/Management Work Category
Plans, directs, and coordinates the operation of units within components
Develops and/or executes strategy
Formulates and/or implements policies
Manages material, financial, and/or human resources
Works multiple levels
Does not contain positions from the technician/administrative work category

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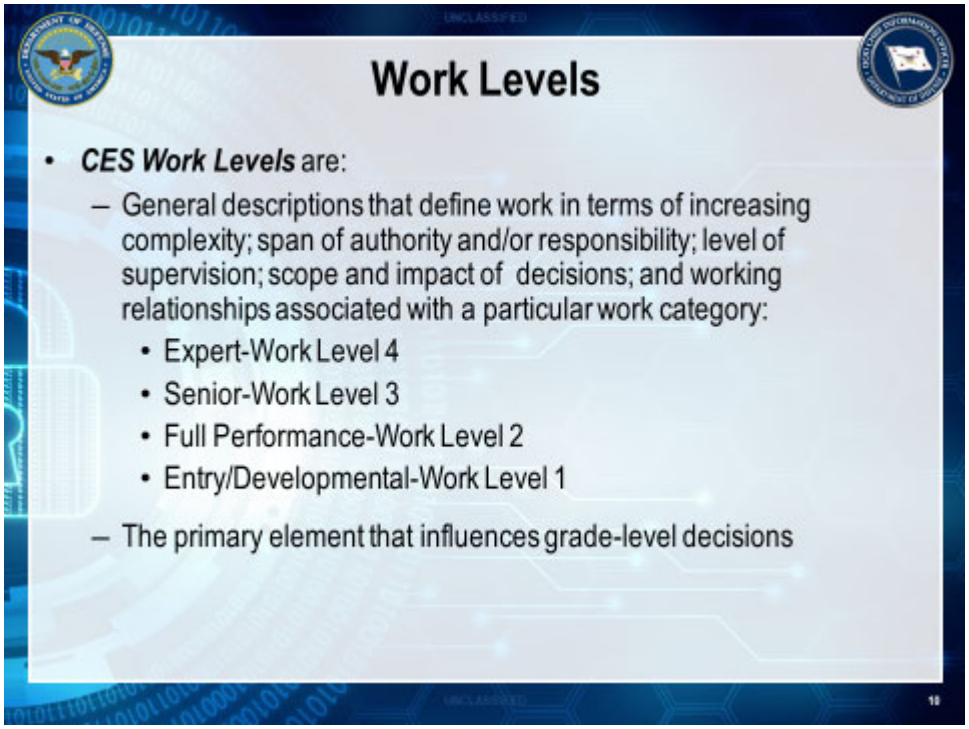
Work Levels
• CES Work Levels are:
– General descriptions that define work in terms of increasing complexity; span of authority and/or responsibility; level of supervision; scope and impact of decisions; and working relationships associated with a particular work category:
• Expert-Work Level 4
• Senior-Work Level 3
• Full Performance-Work Level 2
• Entry/Developmental-Work Level 1
– The primary element that influences grade-level decisions

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Entry/Developmental - Work Level 1
Exists in both Technician/Administrative and Professional Work Categories
Work typically includes:
– Learns and applies basic concepts, theories, policies, and/or procedures
– Acquires competencies through education, training, and/or on-the-job experience
– Learns how to independently perform job duties
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Full Performance - Work Level 2
Independent performance of the full range of duties assigned:
– Can independently handle assignments or situation with minimal day-to-day instruction or supervision
Full understanding of technical or specialty field
Within established priorities and deadlines, exercise independent judgement in selecting and applying appropriate work methods, procedures, techniques, and practices
Collaborates internally and externally with work peers
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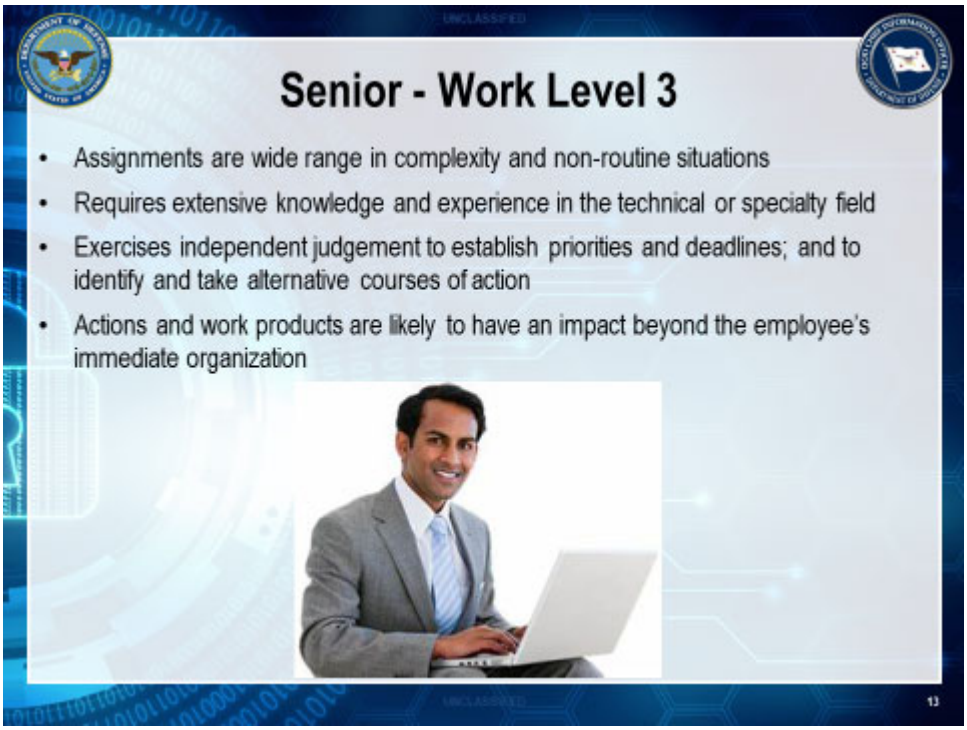
Senior - Work Level 3
Assignments are wide range in complexity and non-routine situations
Requires extensive knowledge and experience in the technical or specialty field
Exercises independent judgement to establish priorities and deadlines; and to identify and take alternative courses of action
Actions and work products are likely to have an impact beyond the employee's immediate organization
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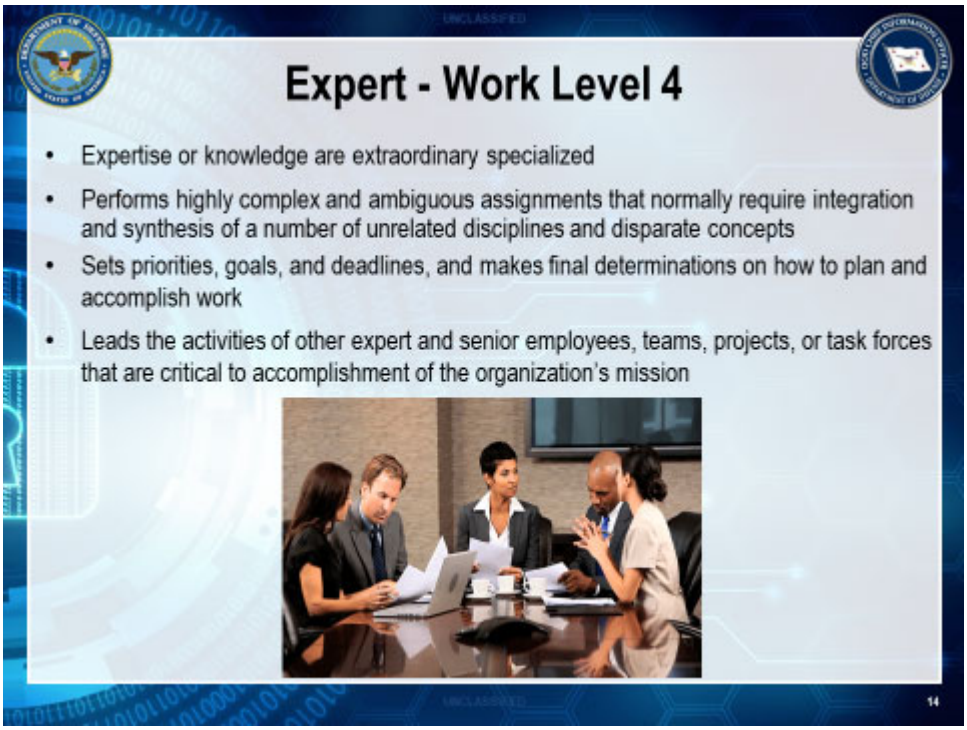
Expert - Work Level 4
Expertise or knowledge are extraordinary specialized
Performs highly complex and ambiguous assignments that normally require integration and synthesis of a number of unrelated disciplines and disparate concepts
Sets priorities, goals, and deadlines, and makes final determinations on how to plan and accomplish work
Leads the activities of other expert and senior employees, teams, projects, or task forces that are critical to accomplishment of the organization's mission
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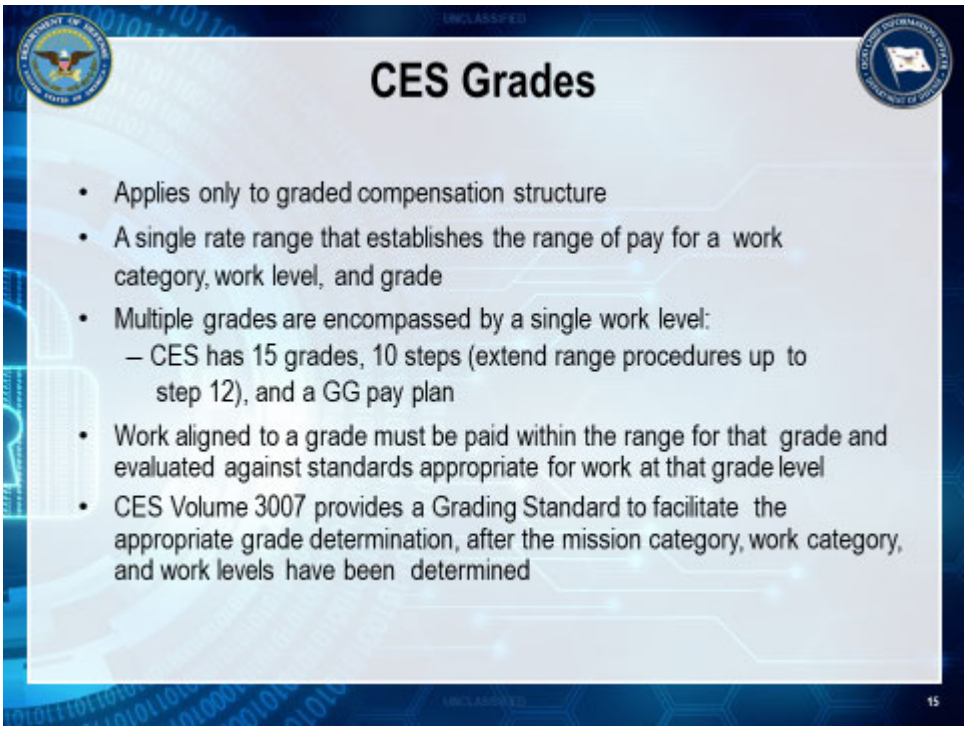
CES Grades
Applies only to graded compensation structure
A single rate range that establishes the range of pay for a work category, work level, and grade
Multiple grades are encompassed by a single work level:
– CES has 15 grades, 10 steps (extend range procedures up to step 12), and a GG pay plan
Work aligned to a grade must be paid within the range for that grade and evaluated against standards appropriate for work at that grade level
CES Volume 3007 provides a Grading Standard to facilitate the appropriate grade determination, after the mission category, work category, and work levels have been determined
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UNCLASSIFIED
Occupational Groups and Series
• Occupational Groups:
– One or more functionally related occupations, specialties, families, or classes of positions that share distinct, common technical qualifications, competency requirements, career paths, and progression patterns
• Occupational Series:
– Classes of positions that share distinct, common technical qualifications, competency requirements, career paths, and progression patterns
Handbook of Occupational Groups and Families
UNCLASSIFIED
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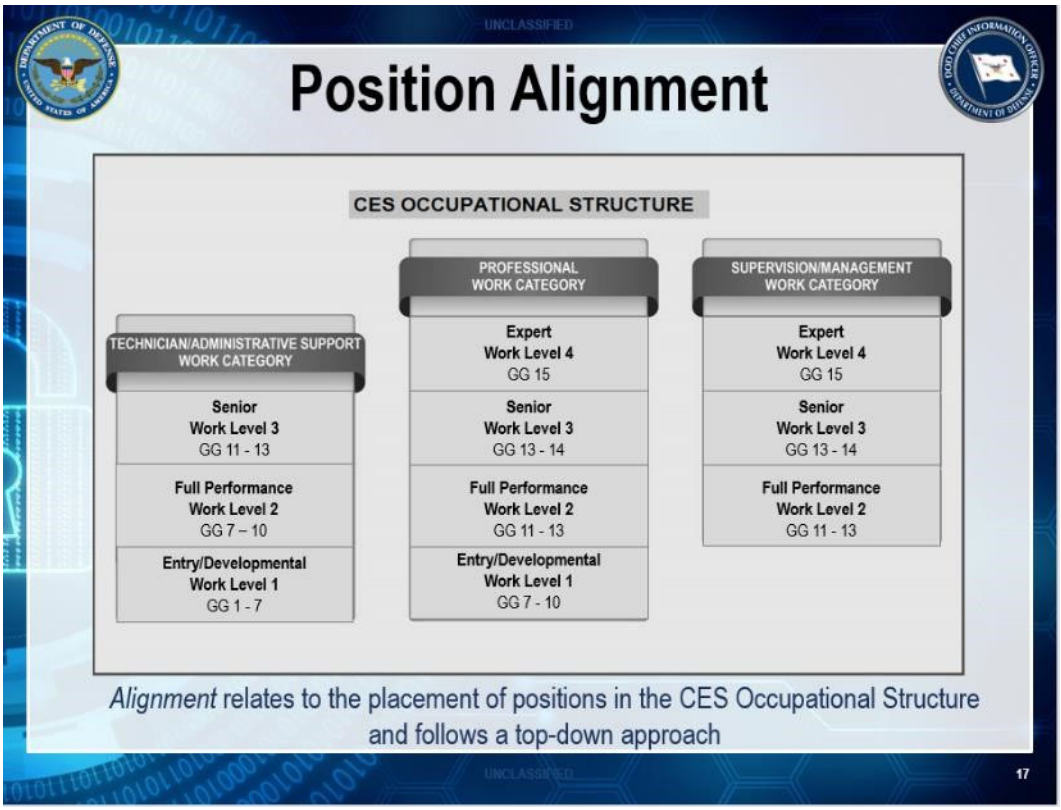
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Position Alignment
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Alignment relates to the placement of positions in the CES Occupational Structure and follows a top-down approach
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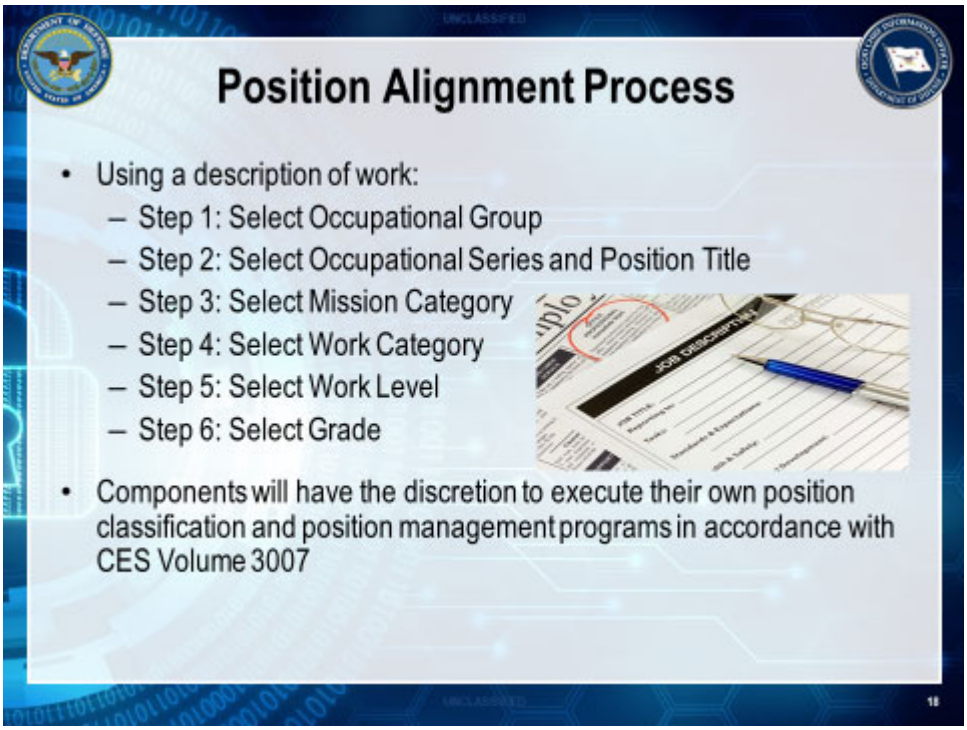
Position Alignment Process
Using a description of work:
– Step 1: Select Occupational Group
– Step 2: Select Occupational Series and Position Title
– Step 3: Select Mission Category
– Step 4: Select Work Category
– Step 5: Select Work Level
– Step 6: Select Grade
Components will have the discretion to execute their own position classification and position management programs in accordance with CES Volume 3007
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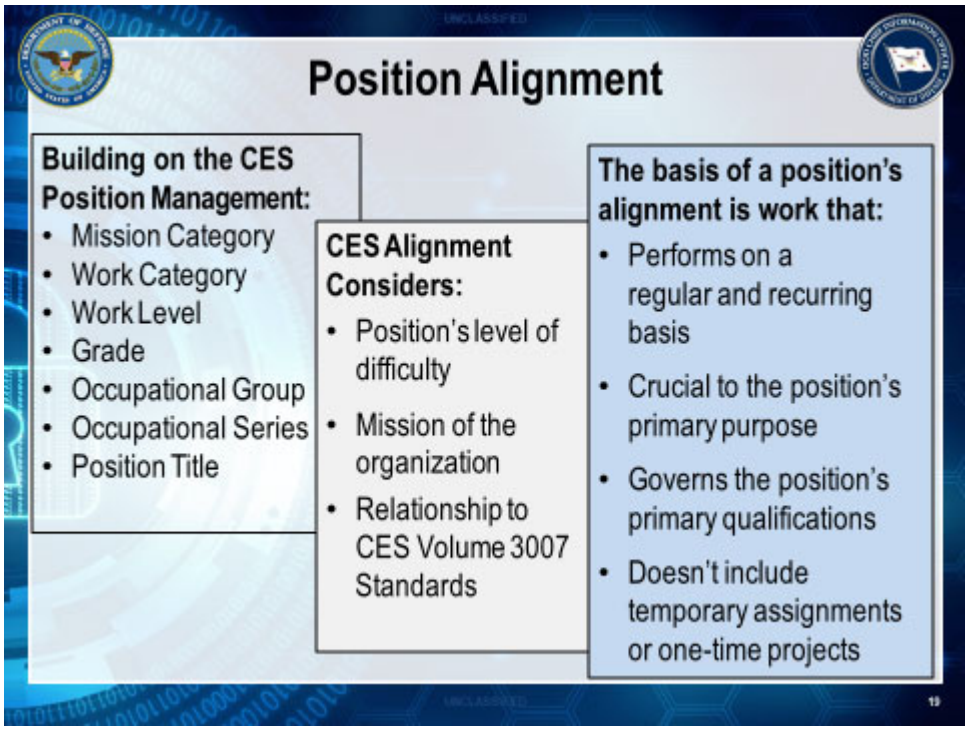
Position Alignment
Building on the CES Position Management:
• Mission Category
• Work Category
• Work Level
• Grade
• Occupational Group
• Occupational Series
• Position Title
CES Alignment Considers:
• Position's level of difficulty
• Mission of the organization
• Relationship to CES Volume 3007 Standards
The basis of a position's alignment is work that:
• Performs on a regular and recurring basis
• Crucial to the position's primary purpose
• Governs the position's primary qualifications
• Doesn't include temporary assignments or one-time projects

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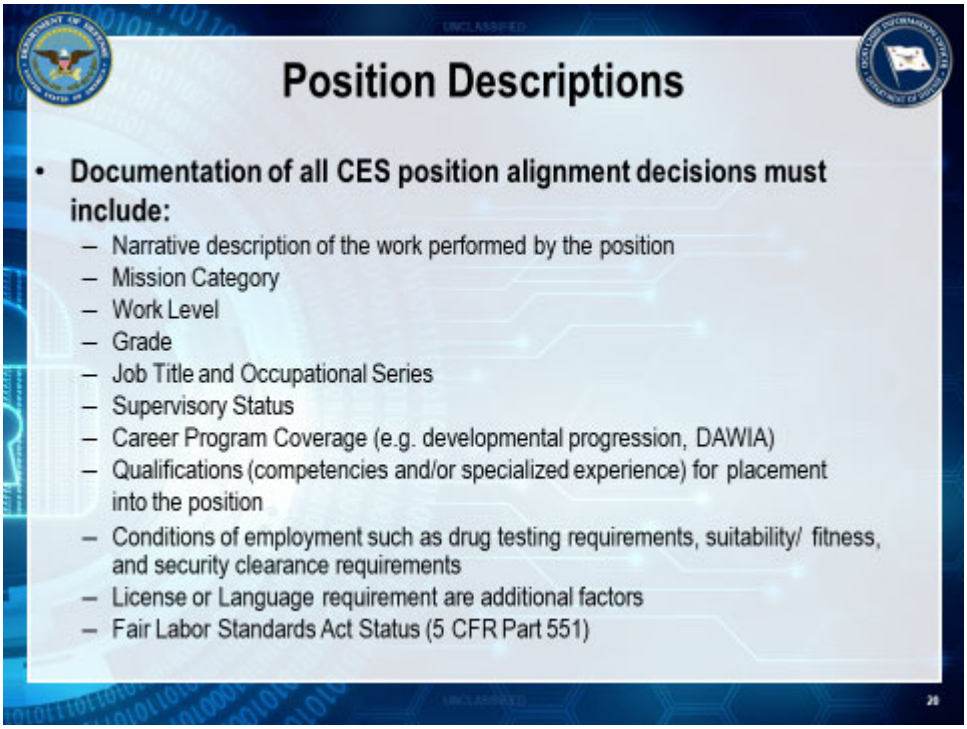
Position Descriptions
• Documentation of all CES position alignment decisions must include:
– Narrative description of the work performed by the position
– Mission Category
– Work Level
– Grade
– Job Title and Occupational Series
– Supervisory Status
– Career Program Coverage (e.g. developmental progression, DAWIA)
– Qualifications (competencies and/or specialized experience) for placement into the position
– Conditions of employment such as drug testing requirements, suitability/ fitness, and security clearance requirements
– License or Language requirement are additional factors
– Fair Labor Standards Act Status (5 CFR Part 551)
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Fair Labor Standards Act (FLSA)
CES positions are subject to FLSA - 5 CFR Part 551
Provides the minimum standards for both wages and overtime entitlements
Delineates administrative procedures by which covered worktime must be compensated
Exemption status:
Exempt status is based on the job duties, not the employee
Exempt position is not covered by FLSA
Non-exempt position is covered by FLSA
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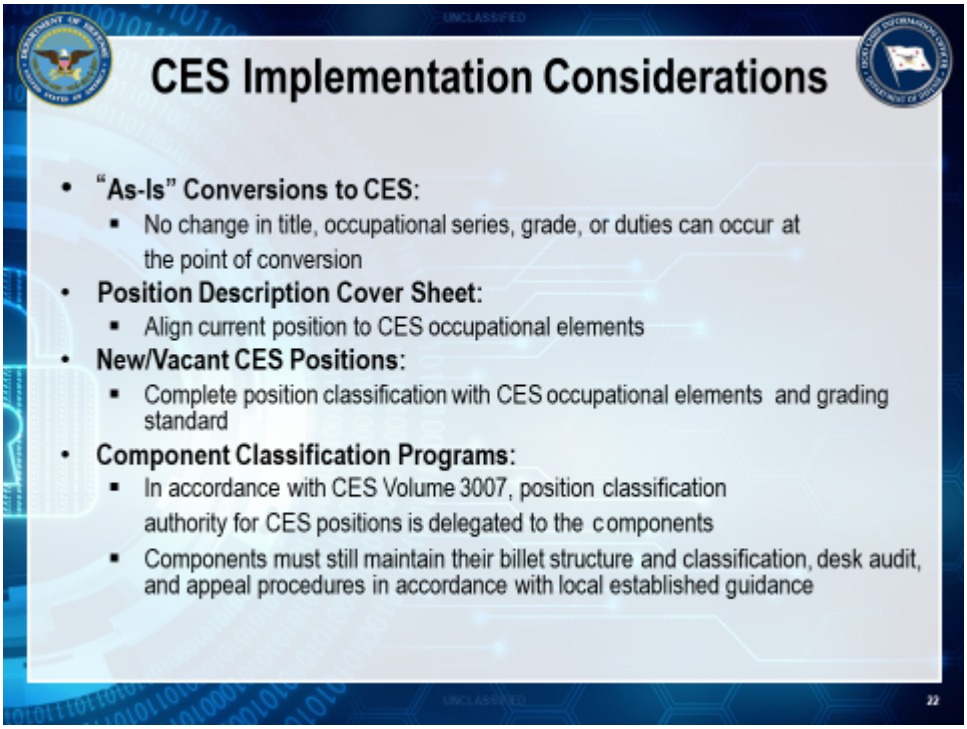
CES Implementation Considerations
"As-Is" Conversions to CES:
No change in title, occupational series, grade, or duties can occur at the point of conversion
Position Description Cover Sheet:
Align current position to CES occupational elements
New/Vacant CES Positions:
Complete position classification with CES occupational elements and grading standard
Component Classification Programs:
In accordance with CES Volume 3007, position classification authority for CES positions is delegated to the components
Components must still maintain their billet structure and classification, desk audit, and appeal procedures in accordance with local established guidance
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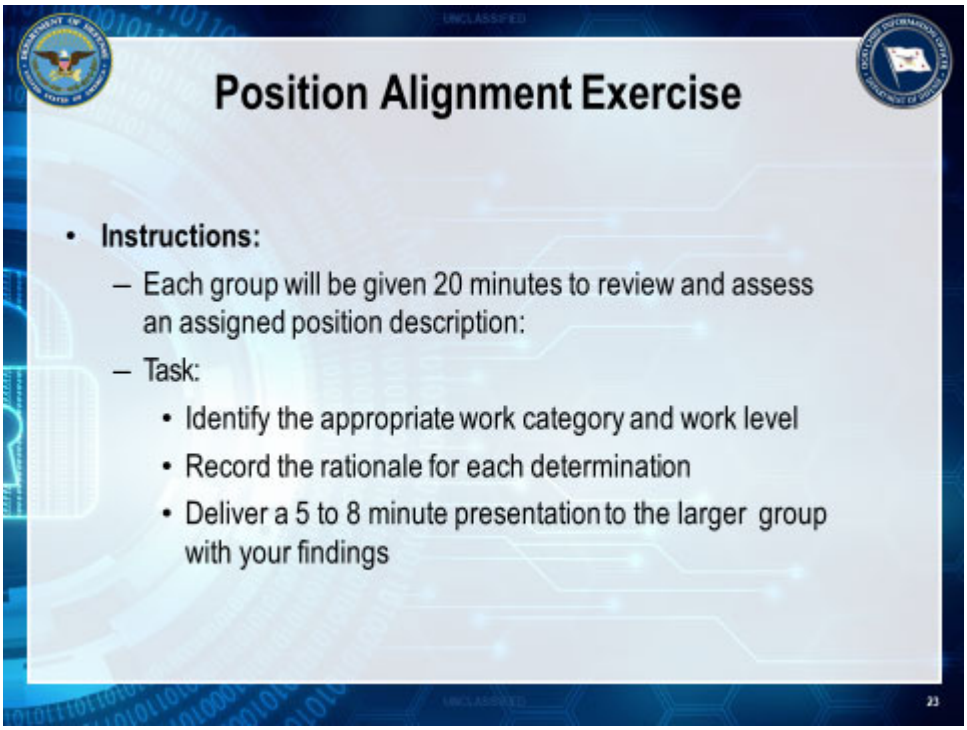
Position Alignment Exercise
Instructions:
– Each group will be given 20 minutes to review and assess an assigned position description:
– Task:
• Identify the appropriate work category and work level
• Record the rationale for each determination
• Deliver a 5 to 8 minute presentation to the larger group with your findings
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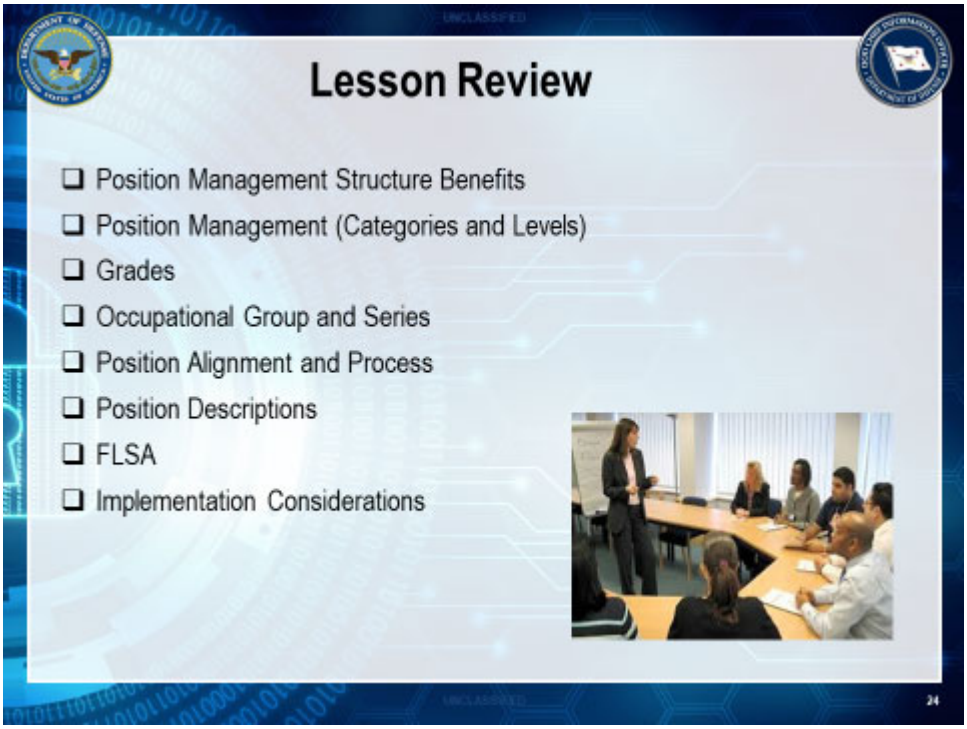
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