OPM and the Personnel Subcommittee

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The Office of Personnel Management

Classification & Compensation

Payroll

Training & Outreach

Technical

Items OPM Presents to Personnel

Pool Position Requests	Differentials	Special Entry Rates	Special Compensation Plans
Position Reassignment	Performance Evaluation Changes	Miscellaneous Federal Grants	Pay Plan Development

Pool Requests

- Surrender, growth, transition, and new title requests

- Department sends documentation and request to OPM

- OPM:
  - Determines if request is justified
  - Contacts the Office of Budget to confirm funding
  - Ensures position has not been surrendered or is on the Act 796 list
  - If approved by OPM, creates packet for Personnel Committee

Differentials

- Department sends request and justification

- OPM reviews to determine legitimacy and funding

- Creates package and transmits to BLR

- Requires reauthorization annually

Special Rates of Pay

- Extraordinarily well qualified applicants

- Labor market rates

- Salary administration grids

Special Compensation Plans

- Plans for specific compensation awards and recruiting incentives
- OPM:
  - Reviews department proposal for approval
  - Determines how awards will be implemented
  - Confirms objective, measurable standards are used
  - Determines the payout process
  - Sends for Personnel Committee consideration

Position Reassignment

- Departments submit request and justification

- OPM reviews to determine whether needed and if there are funding concerns

- Submits to Personnel Committee for approval

Performance Evaluation Changes

- OPM administers the performance evaluation system

- Changes in the performance evaluation plan are submitted to Personnel Committee for approval

- Changes, if any, are usually submitted in the first half of the calendar year due to the PE cycle

Miscellaneous Federal Grants

- For unanticipated grants received in the interim

- May include new positions

- Departments submit request to the Office of Budget for approval

- If positions are included, OPM also must approve

- Request is sent for approval to PEER and Personnel

Pay Plan Development

- OPM develops pay plan recommendations to ensure a uniform system of compensation & classification

- OPM uses a number of research tools, including:
  - Multistate salary surveys
  - CompAnalyst/IBM salary data
  - U.S. Bureau of Labor Statistics data
  - OPM-initiated salary surveys

- OPM performs extensive data modeling and analysis

- OPM ensures pay plan proposals meet competitive objectives while ensuring fiscal responsibility

Questions?

OFFICE OF PERSONNEL MANAGEMENT

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