

For: State and County Offices

2001 CED Classification and Pay Plan (C&PP)

Approved by: Deputy Administrator, Management



1 Overview

A

Purpose

This notice provides information and instructions for the 2001 CED C&PP.

B

Effective Date

The effective date for implementing the new C&PP is August 26, 2001.

C

Notification

State Offices shall notify County Offices of the results of the 2001 C&PP within 10 calendar days after receipt of this notice.

D

**Posting on FFAS
Intranet**

HRD shall post 2001 CED C&PP data on the FFAS Intranet at <http://dc.ffasintranet.usda.gov/hrd/> as soon as possible.

Disposal Date

September 1, 2002

Distribution

State Offices; State Offices relay to County
Offices

2 CED C&PP Description

A

Characteristics

The 2001 CED C&PP:

- reflects each CED's program and personnel management responsibility
 - eliminates a point system for determining CED grades
 - is fully consistent with Federal classification criteria.
-

B

Combined County Credit

Credit is provided in the C&PP for combined County Offices and shared management operations as reported to HRD. Data for recent County Office changes and changes not reported to HRD will be incorrect.

C

Classification Elements

The 2001 CED C&PP uses 5 elements for grade determination:

- management responsibility
- program variety
- crop production
- program participation
- economic impact.

Exhibit 1 provides a definition for each of these elements.

3 Grade Level Changes

A

Criteria for Grades

The full performance level for CED positions is either CO-11 or CO-12.

To support a CO-12, the CO-12 criteria of elements 1 and 2 must both be met. See Exhibit 1. In addition, the CO-12 criteria of at least 1 of the remaining elements must be met.

B

Processing Upgrades

Consider upgrading actions resulting from the 2001 C&PP as promotions. Use NOA code 702 and remark code K23 to process promotion actions.

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3 Grade Level Changes (Continued)

C

Qualification Requirements

Before being promoted, CED's shall meet minimum time-in-grade requirements. See 27-PM, paragraph 455.

D

Performance Requirements

See 27-PM, subparagraph 378 C for performance certification requirements for upgraded CED positions.

E

Basic Salary

Establish salary rates for upgraded positions according to 27-PM, paragraph 701.

F

Downgrades

No currently authorized CO-12 positions will be downgraded as a result of implementing the 2001 CED C&PP. A current CO-12 position that does not meet CO-12 criteria of the 2001 C&PP will be re-evaluated by HRD when vacant to determine grade at which the position shall be filled. These positions are marked in the 2001 C&PP by an asterisk (*).

4 Within-Grade Increases (WGI's)

A

WGI Policy

A new waiting period for WGI begins the first day CED is promoted.

B

WGI Processing

If CED to be promoted is eligible for WGI in the current grade on the date of the implementation of the 2001 C&PP:

- grant WGI based on CED's current grade
 - process the promotion action
 - start a new WGI waiting period.
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5 Waived Positions

A

Previously Approved Waivers

Previously authorized waivers are null and void.

CED's in waived positions which do not meet CO-12 criteria of the 2001 C&PP shall be downgraded effective August 26, 2001. Grade and pay retention policies in 27-PM, paragraph 719 apply.

B

Processing Downgrades

Use NOA code 740 and remark codes K23, X37, and X45 for CED's downgraded with entitlement to grade retention.

Use NOA code 713 and remark code K23 for CED's downgraded without entitlement to grade retention.

6 Correcting Misactions

A

Effective Date

If CED is improperly upgraded during the implementation of the 2001 C&PP, corrective action shall be retroactive to August 26, 2001.

7 Classification Appeals

A

Appeal Procedures

CED may appeal the grade of his or her position to EDSO at any time.

COC and STC shall concur with CED appeal requests before submission to EDSO.

B

Appeal Documentation

The appeal shall state clearly the reasons the appellant feels the position is graded incorrectly. Specific CED C&PP classification elements shall be addressed. Facts supporting the appeal shall be included.

Continued on the next page

7 Classification Appeals (Continued)

C

Factors Not Considered

Appeals shall not be based on:

- nonrecurring activities such as disaster or other ad hoc programs
 - farm loan responsibilities unless CED has full farm loan program management responsibility and loan approval authority
 - personal characteristics or interests of the incumbent CED
 - comparison to other positions.
-

D

Effective Date

The effective date of a grade change resulting from a classification appeal will be specified in the appeal response.

E

Final Decisions

EDSO classification decisions are final.

8 Future Actions

A

C&PP Review

CED grades will be reviewed annually based on the 2 most recent years of data available.

The criteria of the C&PP will be updated as needed to reflect current programs and responsibilities.

B

Reclassification

Reclassification of CED positions will be authorized on a county-by-county basis as major changes in CED responsibilities occur.

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9 Contacts

A

**Contact for
Grades**

Contact Marilyn Pate at 202-418-8987:

- if there are questions about CED grades or reports
 - to obtain corrected data for newly effected combinations and shared management offices.
-

B

**Contact for
Processing**

Contact Barbara Boyd at 202-418-8992 if there are questions about processing CED promotions resulting from the 2001 C&PP.

Classification Elements

Element	Element Definition	
	CO-11	CO-12
1. Management Responsibility	CED supervises a small office staff (Fewer than 3 permanent, full-time subordinates). *	CED supervises a moderate to large office staff (3 or more permanent, full-time subordinates). *
2. Program Variety	There is recurring activity in 1 or 2 major programs (commodity production, commodity loan, or conservation). **	There is recurring activity in all 3 major programs (commodity production, commodity loan, and conservation). **
3. Crop Production	Crop variety is limited. The county/counties served produce 1 or 2 of the following: wheat, feed grains, cotton, rice, peanuts, tobacco ***	Crop variety is moderate to wide. The county/counties served produce 3 or more of the following: wheat, feed grains, cotton, rice, peanuts, tobacco. ***
4. Program Participation	Program participation is light to moderate. Fewer than 350 clients receive program payments annually. ****	Program participation is moderate to heavy. More than 350 clients receive program payments annually. ****
5. Economic Impact	The economic impact of agency programs is light to moderate. The office issues less than \$1 million in program payments annually. ****	The economic impact of agency programs is moderate to significant. The office issues more than \$1 million in program payments annually. ****
<p>* The number of subordinates is based on computed workdays for the county, excluding farm loan workdays. The number of subordinates actually employed is not used because many offices are understaffed or positions are vacant.</p> <p>** Minimum criteria for consideration - commodity production: at least 25 computed workdays in either peanuts or tobacco or at least 100 wheat, feed grains, cotton, or rice contracts; commodity loan: at least 25 computed workdays in commodity loan activity; conservation: at least 25 computed workdays in conservation activity.</p> <p>*** Minimum criteria for consideration - wheat: 100 or more contracts; feed grains: 100 or more contracts; cotton: 100 or more contracts; rice: 100 or more contracts; peanuts: 25 or more computed workdays; tobacco: 25 or more computed workdays.</p> <p>**** Excludes farm loan program participation and payments.</p>		