

For: State and County Offices

Position Management in County Offices

Approved by: Acting Deputy Administrator, Management

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1 Overview

A

Background

The President’s Management Agenda includes government-wide and program-specific initiatives designed to improve government performance. The agenda is located at <http://www.whitehouse.gov/omb/budget>.

Elements of the Strategic Management of Human Capital initiative include the following:

- reducing the number of organizational layers in government
- redistributing staff from higher-level positions to front-line service delivery
- improving the supervisory span of control.

B

Purpose

This notice provides points to consider when requesting or reviewing requests for the following:

- Chief Program Technicians (CPT’s)
- Chief Field Assistants.

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Disposal Date	Distribution
January 1, 2003	State Offices; State Offices relay to County Offices

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1 Overview (Continued)

C

Impact on County Offices

CED's and State Administrative Officers (AO's) are responsible for ensuring that the County Office's personnel ceiling is used to carry out the office's program and administrative functions in the most effective, efficient manner possible. The President's Management Agenda imposes a requirement on the Agency to carefully evaluate staffing plans and proposals. For County Offices, this type of evaluation specifically relates to requests for:

- Chief Program Technicians (CPT's)
 - Chief Field Assistants.
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2 CPT's

A

Establishing CPT Positions

Criteria for establishing CPT positions are in 27-PM, paragraph 134.

B

Purpose of Positions

CPT's:

- are important to the successful management of many large County Offices
 - serve as assistants to CED's
 - are primarily responsible for helping manage the County Office, even while CED is present
 - perform front-line service delivery work only as a secondary assignment.
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2 CPT's (Continued)

C

Considerations Affecting Requests for CPT Positions

The following points shall be considered when requesting or reviewing requests for CPT positions.

- All requests to establish CPT positions shall be considered on a case-by-case basis.
- There is no justification for denying requests to establish CPT positions when criteria in 27-PM is fully met.
- If there are fewer than 6 full-time Program Technicians (PT's) in the County Office including the requested CPT position, CPT is probably not needed. Unless there are unusual circumstances, CED should be able to manage the County Office without needing an assistant.

Note: This number is **not** a specific requirement; any circumstances cited by CED in the request for CPT must be carefully evaluated.

- If most of the PT positions are graded on the basis of their independent or expert level of program responsibility, a CPT position is probably not needed. An important function of CPT positions is to provide guidance, training, and oversight to lower graded PT's. PT's at CO-6 and CO-7 should need minimal guidance, training, or oversight.
- If CPT spends the majority of his/her time in an assigned program area, the CPT designation is not appropriate.

Exception: CPT may be temporarily assigned responsibility for a program area which occupies the majority of his/her time during temporary staffing shortages or employee absences.

- As a full assistant to CED, CPT assists in managing the County Office even while CED is present in the office. Acting as CED in the CED's absence is not sufficient justification for establishing a CPT position.
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3 Chief Field Assistants

A

Establishment

Criteria for establishing Chief Field Assistant positions are in 27-PM, paragraph 153.

B

Purpose of Positions

The primary purpose of Chief Field Assistant positions is to supervise work performed by subordinate field employees.

C

Considerations Affecting Requests for Chief Field Assistant Positions

The following points shall be considered when requesting or reviewing requests for Chief Field Assistant positions.

- The Chief Field Assistant position shall only be established if its primary responsibility is to supervise lower graded Field Assistants.
 - If the position is responsible for all field compliance work for the County Office, the position shall be established as a Field Specialist. See the standard position description in 27-PM, Exhibit 15. Field Specialist positions are not required to supervise lower graded employees.
 - If the primary purpose of the position is to assist DD in performing office and field compliance checks, the position shall be established as a District Compliance Assistant. See the standard position description in 27-PM, Exhibit 15. New District Compliance Assistant positions shall be approved by EDSO.
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