

For: State and County Offices

2007 CED Classification and Pay Plan (C&PP)

Approved by: Acting Associate Administrator for Operations and Management



1 Overview

A Purpose

This notice provides information and instructions for the 2007 CED C&PP.

B Effective Date

The effective date for implementing the new C&PP is **July 6, 2008**.

C Notification

State Offices shall notify County Offices of the results of the 2007 C&PP within 10 calendar days after receipt of this notice.

D Posting on FFAS Intranet

After **July 1, 2008**, HRD will post 2007 CED C&PP data on the FFAS Intranet at <http://dc.ffasintranet.usda.gov/hrd/cedcpp.htm>.

<p>Disposal Date</p> <p>January 1, 2009</p>	<p>Distribution</p> <p>State Offices; State Offices relay to County Offices</p>
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2 CED C&PP Description

A Characteristics

The 2007 CED C&PP:

- reflects each CED's program and personnel management responsibility
- includes NAP as a major program
- is consistent with Federal classification principals.

B Combined County Credit

Credit is provided in 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 are **not** reflected. See Exhibit 1 for CED C&PP for shared-management operations.

C Classification Elements

The 2007 CED C&PP uses the following 3 elements for grade determination:

- management responsibility
- program variety
- program participation.

See Exhibit 1 for an explanation of each element.

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, 2 of the 3 elements for a CO-12 position **must** be met. See Exhibit 1.

B Processing Upgrades

Consider upgrading actions resulting from the 2007 C&PP as promotions. Use Nature of Action code "702" and Remark code "K23" to process promotion actions. Time-in-grade requirement **must** be met **before** upgrades can be effective.

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3 Grade Level Changes (Continued)

C Performance Requirements

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

D Basic Salary

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

E Downgrades

No CED in a currently authorized CO-12 position will be downgraded because of implementing the 2007 CED C&PP. Current CO-12 positions that do **not** meet CO-12 criteria of the 2007 C&PP are marked in the 2007 C&PP by an asterisk (*). These positions shall be filled at CO-11 when they become vacant while the 2007 CED C&PP is in effect.

F Effective Date for Correcting Misactions

If CED is improperly upgraded during 2007 C&PP implementation, corrective action shall be retroactive to **July 6, 2008**.

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 2007 C&PP implementation, do the following:

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

5 Classification Appeals

A Appeal Procedures

CED may appeal the grade of his or her position to HRD through DAFO. Appeals **require** COC and STC concurrence. Before submission to HRD, COC and STC shall review the appeal to ensure that it addresses appropriate classification factors and contains factual data.

B Appeal Documentation

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

C Factors Not Considered

See 27-PM, subparagraph 37 C for a list of factors that are **not** considered in CED classification appeals.

D Effective Date

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

E Final Decisions

DAFO has delegated final appeal authority to HRD. HRD classification decisions are final.

6 Future Actions

A C&PP Review

CED grades will be reviewed bi-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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7 **Contacts**

A Contact for Grades

Contact Pat Hunter by telephone at 202-401-0432, as follows:

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

B Contacts for Processing Promotions

If there are questions about processing promotions, contact either of the following:

- Pat Hunter by telephone at 202-401-0432
- Michael Rafferty by telephone at 202-401-0538.

Classification Elements

Element	Element Definition	
	CO-11	CO-12
1. Management Responsibility	CED supervises 2 or less full-time subordinates.*	CED supervises 3 or more full-time subordinates.*
2. Program Variety	There is activity in 2 or less major programs (commodity production, conservation, NAP, and price support).**	There is activity in 3 or more major programs (commodity production, conservation, NAP, and price support).**
3. Program Participation	Fewer than 340 1099's issued annually.***	340 or more 1099's issued annually.***
<p>* Number of subordinates is based on the annual ceiling allocated to the individual county office, including temporary employees who have worked at least 1040 hours during the calendar year.</p> <p>** Minimum criteria for consideration for CO-12 grade is any activity in 3 or more major programs; that is commodity production, conservation, NAP, or price support.</p> <p>*** Minimum criteria for consideration for CO-12 grade is 340 or more 1099's issued annually, excluding disaster program participation and payments.</p>		

Note: Shared-management combined operations **must** meet 2 of the following for consideration for CO-12 grade:

- CED **must** supervise **3 or more** full-time subordinates, including temporary employees who have worked at least 1040 hours during the calendar year
- there is activity in **2 or more** major programs (commodity production, conservation, NAP, or price support)
- there **must** be **100 or more** 1099's issued annually.