

CHAPTER 1

GENERAL PROVISIONS

BACKGROUND
1.0

The Civil Service Reform Act of 1978 provides the Department with broad responsibilities and flexibilities for establishing and staffing Senior Executive Service (SES) positions.

Policy
1.1

The policy of the Department of Housing and Urban Development (HUD) is to implement an SES program which:

- o Complies with the Civil Service Reform Act of 1978 and applicable Office of Personnel Management (OPM) rules and regulations;
 - o Establishes a compensation system, including salary, benefits, incentives, and other employment conditions, designed to attract and retain highly competent senior executives;
 - o Ensures that compensation and retention are based on a senior executive's organizational and individual performance;
 - o Makes senior executives accountable and responsible for the effectiveness and productivity of employees who work for them; and
 - o Provides for the systematic development of senior executives.
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Employee
Coverage
1.2

The policies and procedures stated in this handbook cover all SES employees and positions (see Definitions, Section 1.3).

Definitions
1.3

SES Position
1.3.1

A position in an agency, formerly classified as GS-16, 17, or 18, and Executive levels IV and V

(or equivalent), which does not require Senate confirmation, and in which an employee:

- o Directs the work of an organizational unit;
- o Is accountable for the success of one or more specific programs or projects;
- o Monitors progress toward organizational goals and periodically evaluates and adjusts these goals;
- o Supervises the work of employees other than personal assistants; or
- o Exercises other executive functions such as policy making.

Types of SES
Positions
1.3.2

There are two types of SES positions, general and career-reserved:

- o A general position may be filled by a career, noncareer, limited emergency, or limited term appointment.
- o A career-reserved position must be filled by a career appointment to ensure that the duties are performed without political influence and to maintain the public's confidence.

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Career
Appointment
1.3.3

An appointment of an individual who competes with others and is selected by the Secretary on the basis of his/her qualifications. OPM must approve the managerial qualifications of selected individuals, and selectees must serve a one-year probationary period.

Noncareer
Appointment
1.3.4

An appointment of an individual who is selected by the Secretary without competition and who meets the qualifications of the position. OPM approval of the selectee's qualifications is not required, and the individual may be removed at the discretion of the Secretary.

Limited Term

An appointment of an individual who is selected

Appointment
1.3.5

by the Secretary without competition to work on special projects or other temporary work for a period of 3 years or less. The selected must meet the qualifications of the position, and may be removed at the discretion of the Secretary.

Limited
Emergency
Appointment
1.3.6

An appointment of an individual who is selected by the Secretary without competition to meet an urgent Departmental need for a period not-to-exceed 18 months. The selectee must meet the qualifications of the position, and may be removed at the discretion of the Secretary.

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Responsibilities
1.4

Secretary
1.4.1

The Secretary is responsible for the administration of all aspects of the Department's SES, including determining policies and procedures, establishing annual management goals, and periodically assessing the effectiveness of the Department's executive management systems.

Assistant
Secretary or
Equivalent
1.4.2

In compliance with Departmental personnel policies, Assistant Secretaries or equivalent, are responsible for the management of SES members and positions within their respective organizations. These officials initiate all personnel actions (e.g., pay adjustments, removals, establishment of positions, reassignments) affecting SES members and positions

Assistant
Secretary for
Administration
1.4.3

The Assistant Secretary for Administration advises the Secretary on, and has oversight responsibility for, all SES matters. He/she serves as Chairperson of the Executive Resources Board (ERB) and the Performance Review Board (PRB). The Chairperson is responsible for the implementation of the policies and procedures of each Board (see Chapters 2 and 3).

Director of
Personnel and
Training
1.4.4

The Director of Personnel and Training advises
the Assistant Secretary for Administration on
SES issues and provides staff support to the ERB
and PRB.

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assigned to them. (Throughout this Handbook, the
term Assistant Secretary refers to Assistant
Secretary or equivalent.)

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