

## CHAPTER 4

### POSITION MANAGEMENT

#### INTRODUCTION 4.0

OPM authorizes the number of SES spaces the department may use to establish SES positions.

By law, the Department's total number of noncareer employees may not exceed 25 percent of the total spaces allocated by OPM.

The Secretary allocates the spaces to each of the Department's organizations.

#### Position Management 4.1

The Secretary approves new SES positions. He/she also has the authority to redescribe or cancel positions. Each Assistant Secretary makes internal assessments of his/her short-and long-range executive staffing needs, ensuring that his/her SES allocation reflects current and projected program priorities.

The Executive Resources Board has overall responsibility for the management of SES positions.

#### Position Determination 4.2

Each Assistant Secretary is responsible for the preparation of accurate position descriptions.

The Office of Personnel and Training determines if positions can be designated above the GS/GM-15 level, identifies the appropriate job series, and provides guidance to organizations to determine whether the positions meet the SES functional criteria (see Chapter 1, Section 1.3.1).

OPM reserves the right to review agency designations and to periodically audit position determinations.