

Chapter 5

SES APPOINTMENTS AND POSITIONS

INTRODUCTION 5.0

The Secretary approves all appointments to SES positions, with the exception of the Office of Inspector General. The positions may be filled competitively through the merit staffing process or by using noncompetitive staffing methods.

Types of Appointments 5.1

There are four types of SES appointments:

- o A career appointment requires competition among applicants, and the selectee must meet the qualification requirements for the position. OPM approves the selectee's qualifications.
- o A noncareer appointment does not require competition, but the selectee must meet the qualification requirements for the position. OPM does not approve the selectee's qualifications.
- o A limited term appointment is used for special projects or other temporary work for a period of 3 years or less, and the selectee must meet the qualification requirements for the position. OPM must approve a limited term appointment, but the appointment does not require competition.
- o A limited emergency appointment is used for an urgent Departmental need for up to 18 months, and the selectee must meet the qualification requirements for the position. OPM must approve a limited emergency appointment, but the appointment does not require competition.

Types of Positions 5.2

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.

Position designations of general or career-reserved are determined by the Director of Personnel and

Training, based on the specific responsibilities of each position.

Staffing
Procedures
5.3

The Office of Personnel and Training must be notified before a personnel action is taken by an organization which affects SES members or positions. The Office of Personnel and Training will provide advice and guidance on the appropriate action to be taken.

Appendix A provides additional information on SES appointments and the staffing process.

The HUD Form 831, Executive Staffing Request, is used to request any personnel action on SES and GS-16, 17, or 18 employees (see Appendix A-1).

The Department may pay travel expenses of a new appointee to the SES, including transportation expenses of his/her immediate family, household goods, and personal effects.