

Merit Staffing Policy

335.1

CHAPTER 1. GENERAL PROVISIONS

1-1 Purpose

This handbook governs the administration of a Departmentwide program to systematically place individuals in competitive and excepted service positions on a merit basis. It is a primary goal within the Department to achieve efficiency in the acquisition of human resources necessary to support mission accomplishment through reduction of recruitment lead times. The policies and procedures promulgated by this handbook have been designed to simplify the recruitment process, provide increased management flexibility and program administration, reduce recruitment cost, and foster the confidence of both managers and perspective candidates.

1-2 Policy

All positions covered by this handbook will be filled from among the best qualified individuals available.

All actions to fill positions will be taken without any regard to political, religious, union affiliation or non-affiliation, marital status, race, color, national origin, sex, age, or non-disqualifying handicap. This also applies to all matters relating to the location, evaluation, and selection of candidates.

All standards used, and judgments made, in assigning individuals to positions will be based solely on the requirements of the positions to be filled and the merit and fitness of the candidates in meeting these requirements. This excludes any considerations based on personal relationships or patronage.

This policy does not imply or guarantee either initial selection or subsequent promotion. Rather, it is intended to assure that all qualified applicants receive fair consideration for placement and promotion opportunities.

1-3 Authority

This handbook is authorized by Section 335.103 of Part 335 of Title 5, Code of Federal Regulations. The provisions of this handbook have been approved for Departmentwide application by the Assistant Secretary for Administration.

1-4 Relationship to Local Supplements

This handbook may be used singly or in conjunction with supplements developed by individual servicing personnel offices.

In general, local supplements may fill in or add to the requirements as long as they do not conflict with its provisions. Locally devised minor variations of forms are authorized and, if used, will be included in the local supplement.

Other exceptions cannot be made without approval of the Director, Office of Human Resources. Such exceptions will be included in the local supplement. A copy of all local supplements in effect as of the date of this handbook shall be forwarded to the Office of Human Resources, Policy, Research and Development Division. All proposed supplements after the published date of the handbook will be forwarded to the Office of Human Resources, Policy Research and Development Division for consideration.

1-5 Responsibilities

This handbook is to be administered in accordance with the delegations set forth in the Personnel Administration Authorities, which includes all applicable legal and regulatory guidance contained in 5 CFR and 5 U.S.C. respectively. Significant responsibilities are assigned as follows:

A. Director, Office of Human Resources

The Director, Office of Human Resources, as delegated by the Assistant Secretary for Administration is responsible for the overall day to day administration of the HUD Merit Staffing Policy, not limited to but including:

1. The issuance of revisions and Departmentwide supplements;
2. Periodic evaluation of the policy's effectiveness and delivery systems; and
3. Approval or disapproval of requests for exceptions.

B. Personnel Representatives

The personnel representative is responsible for ensuring that the day-to-day staffing activities are consistent with this handbook, including:

1. Conducting job analyses of positions to be filled and developing crediting plans with subject matter experts;
2. Announcing vacancies, evaluating candidates, conducting panels, and referring best qualified candidates to selecting officials;
3. Providing consultation to employees regarding merit staffing procedures, promotion opportunities, qualification requirements, and results of merit staffing actions for positions being filled; and,
4. Assisting in the resolution of merit staffing related complaints from employees.

C. Selecting Officials

The selecting official as delegated by assigned personnel management authorities makes the final management decision regarding who is selected for placement in a position by any type of personnel action (e.g., promotion, reassignment, transfer, etc.). He/she may designate a subject matter expert or may work personally with the personnel representative in reviewing positions to be filled and developing job analyses and crediting plans for use in merit staffing.

D. Managers

All managers, including the selecting officials, have the following responsibilities:

1. Conforming to this policy when filling positions;
2. Giving fair and objective consideration to all candidates;
3. Practicing sound position management in determining whether a new position should be established, or whether a current position should be filled as is, changed or abolished;
4. Promptly providing appraisals of potential as requested for subordinates who are candidates for merit staffing vacancies;
5. Attempting to resolve employee complaints within the appropriate time frames as required; and
6. Giving advice and providing assistance to employees seeking to improve their promotion potential.

E. Subject Matter Experts

The subject matter expert within a given program area is responsible for working with the personnel representative to conduct the job analysis and to develop the crediting plan for the position to be filled. He/she is designated by the selecting official; is knowledgeable about the job requirements; and is generally at or above the grade of the position to be filled.

F. Administrative Officers

The administrative officer is responsible for working with the manager and the personnel representative to coordinate administrative matters under this handbook as delegated by his/her organization.

G. Employees

Employees should:

1. Be familiar with the provisions of this handbook;
2. Participate on merit systems staffing panels as needed; and,

3. Apply for advertised positions by submitting an updated "Application for Federal Employment" OF-612, Resume, or SF-171, cover sheet of performance appraisals, and any other information required in vacancy announcements.