

**U.S. Department of the Interior
BUREAU OF LAND MANAGEMENT
National Human Resources Management Center
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In Reply Refer To:
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October 14, 1999

EMS TRANSMISSION

Information Bulletin No. HR-2000-004

To: All NIRMC, LRIS, and NILS Employees

From: Director, National Human Resources Management Center

Subject: Position and Functional Analysis

DD: 10/26/99

The National Human Resources Management Center will be conducting a review of all positions and functions in the National Information Resources Management Center (NIRMC), the Land and Resource Information Systems Project (LRIS), and the National Interagency Land System Project (NILS). In order to assist the Team in this effort, we are requesting your assistance in filling out the attached survey form. The information you provide, along with an on-site review, will be used to establish a baseline for the current organization.

The on-site review will begin on November 1, 1999 and last approximately three weeks. During that time frame, all employees and managers will be interviewed regarding their position of record and duties currently being performed on a detail basis. In preparation for this review, it is requested that you be prepared to discuss your current work assignments. If available, please provide examples of your work.

Please complete the attached survey and return it to Deb Kolen, HR-210, by COB October 26, 1999. If you have any questions about the review or the information being collected, please contact Mark Whitesell at (303) 236-6702. Thank you in advance for your help.

Signed by:
Linda D. Sedbrook
Director

Authenticated by:
Darlene Robitaille
Secretary

1 Attachment

1 - Position Analysis Survey (3 pp)

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**Bureau of Land Management
National Human Resources Management Center
Position Analysis Survey**

Name: _____ Date: _____

Position Title, Series, and Grade: _____

Organization: _____

Supervisor's Name and Title: _____

Fully and Completely Answer All Questions

1. Do you receive direction and/or perform work for others in addition to your immediate supervisor (i.e., under "matrix team" concept)?
Yes No
If yes, identify other managers, teams or project leaders involved:

2. Is your current position description accurate?
Yes No
If no, describe inaccuracies:

3. What is the primary function of your position?

4. Do you regularly and repeatedly perform duties that are not in your position description?
Yes No
If yes, list the duties, the percentage of time it takes to complete the duties, and give work examples:

5. Are there duties shown in your position description that you do not do?
Yes No
If yes, what are they?

6. Describe the major functions, duties, and responsibilities performed in your job, give specific work examples, and approximately how much time you spend on each. Please, provide actual products?

- | <u>Major Function</u> | <u>Work Examples</u> | <u>% of Time</u> |
|-----------------------|--|------------------|
| 7. | Do you have any supervisory or team leader responsibilities that are performed on a permanent basis? Yes No If yes, describe the positions (title, series, grade, and duties) you supervise or lead and your supervisory or team leader responsibilities and the percent of time spent on each: | |
| 8. | Describe the knowledge, skills, and abilities needed to perform your job: | |
| 9. | How is work assigned to you? (i.e., daily or on-going) | |
| 10. | How do you plan and accomplish your work? | |
| 11. | What information, guidance, instructions, etc. are given with work assignments? | |
| 12. | Who reviews and/or approves your work? | |
| 13. | When and how is your work reviewed? | |
| 14. | When and to whom do you go for guidance/assistance? How often? | |
| 15. | What authority do you have to make commitments for and/or represent your organization and to approve projects, products, and/or official documents? | |
| 16. | Describe the principal kinds of decisions and judgments you make in performing your job? | |
| 17. | Describe the guidelines, directives, regulations, instructions, etc. you utilize to accomplish your work: | |
| 18. | Describe the situations you encounter that are not covered by these guides and how you proceed: | |
| 19. | Describe the most difficult aspect(s) of your job and why: | |
| 20. | Describe the easiest aspect(s) of your job and why: | |
| 21. | Describe any policies, procedures, standards, etc. you are responsible for developing and their impact on other employees and/or organizations: | |
| 22. | What is the primary purpose of your position and how does your work affect your organization's mission accomplishment(s)? | |
| 23. | What other organizations are directly and significantly impacted by your work? | |

24. With whom must you interact on a regular and recurring basis in order to accomplish your job?
25. What are the primary purposes for the interactions?
26. What other additional facts and/or information impacts your job?
27. Does your duties require interaction with contract personnel, e.g., TRW or CSC? If so, please describe?
28. What do you think is the mission and goal of NIRMC?
29. What do you think is the mission and goal of your Division, Branch or Project?
30. What role(s) do you play in accomplishing the those goals?
31. List and describe examples where you have taken to improve a process, assignment, or function?