

## Classification Specialist

Portuguese and U.S. Civilians

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The classification specialist focuses on Position Descriptions, Skills Coding, Classification of Positions and Appeal Procedures. Hyperlinks are provided as an additional source of information.

### Requesting Position Reviews:

- A civilian position audit or position review is designed to highlight key or major aspects of a position. Findings are compared to the current Office of Personnel Management (OPM) standard and other organizational materials to ensure that the position description is accurate and the position is properly classified.
- An audit may be done when there is a change to a position due to factors such as reorganization, technological advances, new or advances in program or practices requirements.
- The classification not only determines what salary the employ will be paid but what categories or work experience he/she will gain while occupying the position. The KSA (Knowledge, skills and abilities) are specified, and detail the necessary requirements to fill the specific position.
- More detail can be found on the Air Force Portal under [Civilian Position Audit/Review](#).

### Requesting Wing Overhire Funding:

- Please refer to 2.2.3 AFI36-502\_USAFESUP\_1 ([AFI36-502](#)) for information on the process of Civilian Overhires and funding.
- Temporary/Seasonal/Supplemental Civilian Overhire positions submit USAFE [Form 243](#) along with [justification](#) to classification for submission to Corporate Board (CRCB).

### Working Employees Outside their Position Description:

- Labor Agreement: Article 6 provides detail on employees working outside of their position description. ([Labor Agreement](#))
  - o Portuguese employees are bound to 65 ABW by a work contract with is manifested by a position description (PD)
  - o The contract identifies the pay plan, occupational series, and grade of the employee's current position as well as the major duties and responsibilities of the job listed in the PD.
- Work Regulation: Article 11 provides detail on employment conditions for employment of Portuguese Civilian Personnel Employed by the U.S. for the Azores. ([Work Regulation](#)).
  - o An employee must perform work related to the specific position for which he was employed without prejudice to the following paragraphs.
  - o An employee may be temporarily assigned duties not included in the position description when USFORAZORES interests so require it, provided this change does not entail a reduction in pay or substantial change in the employee's position.

- An employee is entitled to a temporary promotion whenever the performance of higher graded duties lasts more than thirty (30) calendar days. In such cases, the temporary promotion becomes effective from the beginning of the performance of those duties.

LN Classification Appeals:

- Work Regulation: Article 12 provides detail on the Classification Appeals Procedures. ([Work Regulation](#))

US Classification Appeals:

- For Information, questions and answers please refer to [Classification Appeal](#).