



UNITED STATES OFFICE OF PERSONNEL MANAGEMENT

Washington, DC 20415

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MEMORANDUM FOR CHIEF HUMAN CAPITAL OFFICERS

From: Veronica E. Hinton
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Subject: **Job Titling Guidance in Alignment with Executive Order 14170 and the Merit Hiring Plan**

On January 20, 2025, President Trump issued **Executive Order 14170** titled, "[Reforming the Federal Hiring Process and Restoring Merit to Government Service](#)." This directive calls for a transformation of Federal hiring practices to ensure recruitment is **efficient, merit-based, and focused on practical skill and dedication to the U.S. Constitution**. The [Merit Hiring Plan](#) outlines a roadmap for agencies to attract and retain highly capable Americans committed to advancing the Nation's ideals and interests.

Job Titling Guidance

Job title reform is intended to:

- Improve clarity and understandability for jobseekers.
- Accurately convey the nature of the work and required skills.
- Align Federal job announcements with private-sector terminology to attract a broader talent pool.
- Ensure that Federal job announcements use functional, plain language job titles that are descriptive, organizational, or functional in nature—**not** generic or jargon-laden.
- Increase the use of working titles for incumbents that are descriptive, organizational, or functional in nature.

Requirements for Job Announcements

In alignment with Executive Order 14170 and the Merit Hiring Plan, all job announcements must use descriptive, organizational, or functional job titles that resonate with jobseekers. These titles should:

- Be written in [plain language](#) to ensure individuals outside of the federal government can easily match their skills to the role.
- Accurately convey the nature of the position and the skills sought by the agency.

- Leverage available tools and resources to ensure job postings are understandable and appealing to a broad talent pool.
- **Not** include jargon, abbreviations or acronyms that will be difficult for non-governmental job seekers to understand.
- **Not** be merely generic or non-descriptive in nature.

While OPM establishes [official titles](#) (5 U.S.C. 5105) to be used in all personnel documentation, including position descriptions and personnel actions, agencies must use descriptive or functional titles in job announcements and outreach activities. The use of descriptive or functional job titles in announcements significantly enhances clarity and outreach to applicants, helping to attract talent by using terminology that aligns more closely with private-sector roles. Below are examples illustrating how descriptive titles can be applied to various positions.

Examples of Descriptive Job Titles

Descriptive/Functional Title (for Job Announcement or Working Title)	Official Federal Title and Series (Personnel Documentation)	Rationale
Artificial Intelligence/Machine Learning Engineer	IT Specialist, GS-2210	Highlights artificial intelligence and machine learning expertise.
Chief Data Scientist	Data Scientist, GS-1560	Signals leadership in data science and analytics.
Cloud Engineer/Cloud Architect	IT Specialist, GS-2210	Emphasizes cloud infrastructure and design skills.
Customer Experience Manager	Management and Program Analyst, GS-0343	Focuses on improving service delivery and user experience.
Digital Services Designer	IT Specialist, GS-2210	Reflects user-centered design and digital product development.

Descriptive/Functional Title (for Job Announcement or Working Title)	Official Federal Title and Series (Personnel Documentation)	Rationale
HR Business Partner	Human Resources Specialist, GS-0201	Aligns with private-sector strategic HR roles that focuses on people and business strategies.
Recruiter	Human Resources Specialist, GS-0201	Emphasizes talent acquisition and recruitment expertise.
Appeals Litigation Lead	Attorney-Advisor, GS- 0905	Highlights the legal specialization and aligns with private-sector terminology for litigation career roles.
Senior Appeals Counsel	Attorney-Advisor, GS- 0905	Emphasizes seniority and specialization in appellate litigation.

Action Items for HR Managers

To align with the Merit Hiring Plan and Executive Order 14170, Human Resources must take action steps to **audit and revise job titles and descriptions** to ensure they are descriptive, organizational, or functional job titles that resonate with jobseekers—not generic descriptors. In addition to applying these practices to new hires, agencies should review and update working titles for incumbents, to ensure consistency, clarity, and alignment with evolving roles and responsibilities. Revised functional job titles or working titles should reflect the actual work performed and should **not** include acronyms, abbreviations or jargon that would be difficult for those outside the Federal government to understand. Chief Human Capital Officers (CHCOs) and HR professionals should work with supervisors to choose working titles for employees that accurately reflect their role at the agency.

Conclusion

These reforms are essential to building a federal workforce that is capable, mission-driven, and reflective of American values. By modernizing job titles and embracing skills-based hiring, we can ensure that we are attracting and selecting the best candidates to serve the American people—while remaining compliant with merit reform efforts.

For additional guidance or support in implementing these changes, please contact Classification and Assessment Policy, at fedclass@opm.gov with questions related to titling your agency's positions.

cc: Deputy CHCOs, HR Directors