Tuesday, March 5, 2019

MEMORANDUM FOR: HUMAN RESOURCES DIRECTORS

FROM: KIMBERLY A. HOLDEN, DEPUTY ASSOCIATE DIRECTOR,
                         TALENT ACQUISITION AND WORKFORCE SHAPING

Subject: Draft Job Family Standard for Professional and Administrative Work in
                         the Accounting, Auditing, and Budget Group, 0500

The U.S. Office of Personnel Management (OPM) is releasing the draft Job Family Standard (JFS) for Professional and Administrative Work in the Accounting, Auditing, and Budget Group, 0500. This study supports the President's Management Agenda by informing agency efforts to hire, attract, and retain quality talent for the 21st Century. The occupational series covered in this JFS has evolved since many of them were last reviewed; therefore, we propose to update occupational information, the series covered, and position titles to reflect current terminology and work performed in each series. Please provide your comments in response to the attached request by **March 29, 2019**.

OPM worked closely with Federal agencies and other key stakeholders (i.e., Chief Financial Officers Council) to update this JFS in an effort to identify and close critical skills governmentwide. We encourage all agencies with positions covered by this draft standard to conduct a general review of their agencies professional and administrative accounting, auditing, and budgeting work.

We rely on agency human resources officials with positions covered by this draft -JFS to contact subject matter experts and program management officials to ensure they are aware of the release of this draft standard and to seek their input. We depend on your input to assist us in making the appropriate adjustments to ensure the final standard meets your needs.

If you have questions or would like to discuss this draft standard, please contact Terri France at (202) 606-5221 or by email to fedclass@opm.gov.

Attachments (see 508-conformant PDFs below)

cc: Chief Human Capital Officers (CHCOs), Deputy CHCOs