

Position Classification Flysheet for Public Information Management Series, 0306

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INTRODUCTION

This position classification flysheet establishes the **Public Information Management Series, 0306**, and provides the series definition and titling instructions. In the General Schedule position classification system established under chapter 51 of title 5, United States Code, the positions addressed here would be two-grade interval positions at the grade GS-09 and above.

The term “General Schedule” or “GS” denotes the major position classification system and pay structure for white collar work in the Federal government. Agencies that are no longer subject to chapter 51 have replaced the GS pay plan indicator with agency-unique pay plan indicators. For that reason, reference to General Schedule or GS has been omitted from this flysheet.

COVERAGE

This position classification flysheet covers the following occupational series: **Public Information Management, 0306**.

ESTABLISHING THE OCCUPATIONAL SERIES AND STANDARD

Issuance of this flysheet establishes this occupational series as described in the following table. The table also indicates how to classify work covered by this series.

New/Previous Series or Guidance	Action Taken/How to Classify Work Previously Covered
Public Information Management 0306	<ul style="list-style-type: none"> • Refer to the Administrative Grade Evaluation Guide, for grading criteria for positions within this series.

GENERAL SERIES DETERMINATION GUIDELINES

Determining the correct series for a position is usually apparent by reviewing its assigned duties and responsibilities and then comparing them to the series definitions and general occupational information the classification flysheet or standard provides. Generally, the classifier decides on the series for a position based on the primary work of the position, the highest level of work performed, and the paramount knowledge required to do the work of the position. In some situations, however, following this guidance may present difficulties.

When the work of a position matches more than one occupation, then use the following guidelines to determine the appropriate series for classification purposes.

- **Paramount knowledge required.** Although there may be several different kinds of work in the position, most positions will have a paramount knowledge requirement. The paramount knowledge is the most important type of subject matter knowledge or experience required to do the work.
- **Reason for existence.** The primary purpose of the position or management's intent in establishing the position is a positive indicator for determining the appropriate series.
- **Organizational mission and/or function.** Positions generally align with the mission and function of the organization to which they are assigned. The organization's function is often mirrored in the organizational title and may influence the appropriate series.
- **Recruitment source.** Supervisors and managers can help by identifying the occupational series that provides the best qualified applicants to do the work. This is closely related to the paramount knowledge required.

The [Additional Occupational Considerations](#) section of this flysheet provides examples where the work may involve applying related knowledge and skills, but not to the extent that it warrants classification to this occupation.

For further guidance, refer to [The Classifier's Handbook](#).

Official Titling Provisions

Title 5, United States Code, requires the U.S. Office of Personnel Management (OPM) to establish authorized official position titles to include a basic title (Public Information Management Specialist) may be appended with one or more prefixes and/or suffixes. Agencies must use the official position titles for human resources management, budget, and fiscal purposes. Instructions for assigning official position titles are provided in this section.

Supervisors and Leaders

- Add the prefix “Supervisory” to the basic title when the agency classifies the position as supervisory. If the position is covered by the General Schedule, refer to the [General Schedule Supervisory Guide](#) for additional titling information.
- Add the prefix “Lead” to the basic title when the agency classifies the position as leader. If the position is covered by the General Schedule, refer to the [General Schedule Leader Grade Evaluation Guide](#) for additional titling information.

Specialty or Parenthetical Titles

- Specialty titles are typically displayed in parentheses and referred to as parenthetical titles. Agencies may supplement the authorized title of Public Information Management Specialist with agency established parenthetical titles if necessary for recruitment or other human resources needs.
- Use the basic title without a parenthetical or specialty title for positions where there is no established specialty.

Organizational Titles

Organizational and functional titles do not replace, but rather complement, official position titles. Agencies may establish organizational and functional titles for internal administration, public convenience, program management, or similar purposes. Examples of organizational titles are Branch Chief and Division Chief. Examples of functional titles are Chief of Staff and Chief of Operations.

PUBLIC INFORMATION MANAGEMENT, 0306		<u>Qualification Standards</u>
Series Definition	This series includes positions responsible for administering, supervising, or performing analytical work involved in establishing and managing public information. Positions in this series advise agency management on policy formulation and program administration and ensure compliance with Federal laws governing the flow of information to the public.	
Titling	The basic title specified for this series is <i>Public Information Management Specialist</i> .	
Occupational Information	<p>General Occupational Information</p> <p>Public information management work involves implementing policies and procedures to manage Federal information and providing information-related assistance and services to the general public. The work requires interpreting and applying laws, regulations, policies, and guidance to provide access to Federal agency records while ensuring protected information is not inappropriately disclosed. Public information specialists make determinations about disclosure and access to Federal agency records, use and dissemination of personally identifiable information; and maintenance and management of Government records. They are responsible for developing and implementing policies, procedures, and practices for information management within their agency. Public information management work may focus on a particular area, such as the Freedom of Information Act (FOIA), Privacy Act, or Records Management.</p> <p>Typical work related to FOIA includes:</p> <ul style="list-style-type: none"> • researching, analyzing, and evaluating data for response to information requests; • assembling and reviewing proposed FOIA release packages • keeping abreast of recent developments in the field of public disclosure, including recent court and department decisions, current legislative resolutions or problems encountered within the FOIA program • reviewing and analyzing appeals from denials of access to records requested under FOIA and recommending final agency decision on release/non-release of records; • testifying on behalf of the agency with regard to FOIA cases and assisting Government attorneys in the litigation process; • serving as liaison to external customers and recipients to clarify and resolve issues; and • developing agency policy and procedures with regard to the administration of FOIA. 	

(continued)

Public INFORMATION MANAGEMENT, 0306		<u>Qualification Standards</u>
Occupational Information (Continued)	<p>Typical work related to the Privacy Act includes:</p> <ul style="list-style-type: none"> • developing, implementing, and maintaining privacy policies and procedures; • providing guidance and advice on Federal privacy policy and processes related to implementing the functions of the agency; • representing the agency issues related to the Privacy Act and other Federal privacy requirements; • assessing privacy risks associated with programs, operations, and technology; and • ensuring compliance with agency privacy program requirements; <p>Typical work related to Records Management includes:</p> <ul style="list-style-type: none"> • administering the organization's records management and forms management programs; • developing and implementing agency policies and procedures for electronic and hard-copy storage and retrieval of records; • ensuring proper disposition of records consistent with Federal and agency policies and procedures; and • conducting periodic records management reviews. <p><u>←BACK TO TABLE OF CONTENTS</u></p>	

Impact of Automation

Automation, computers, information technology, and their widely varied applications are valuable and practical tools for public information management work. Employees use computers and other systems in processing, administering, and managing information, as well as for a wide variety of record keeping, correspondence, and tracking operations throughout the public information management lifecycle. They input, delete, retrieve, manipulate, and correct information in databases or automated records. They design and produce reports using computer systems. Automation increases the capacity of public information management specialists to design and control a wide variety of information management research tools, systems, and/or processes.

The information technology tools involved and the skills required to use them generally replace or supplement work previously done manually or by machines. Although computers are used to facilitate work within this series, automation does not change the primary purpose of the work or the paramount knowledge required to perform the work. Proper classification of positions is based on the relevant knowledge and skills required to perform the primary duties of the position.

Additional Occupational Considerations

Some positions may include work requiring knowledge and skills typically associated with the Public Information Management Series. However, a closer look at the work may reveal classification to this series may not be appropriate. The [General Series Determination Guidelines](#) section of this flysheet offers guidance on selecting the most appropriate series.

The following table provides examples of work similar to that performed in the Public Information Management Series, 0306, but not to the extent the paramount knowledge required, the reason for the position's existence, the mission and/or function of the organization, and the recruitment sources for the best qualified candidates warrant classification to this series. For further guidance, refer to OPM's publication [The Classifier's Handbook](#).

If Work Involves...	See This Standard or Series Definition:
Developing, delivering, and supporting information technology (IT) systems and services, and requires practical knowledge of IT principles, concepts, and methods.	Information Technology Management Series, 2210
Establishing and maintaining communication between Federal agencies and the general public and various other pertinent publics by identifying communication needs and developing informational materials.	Public Affairs Series, 1035
Evaluating Government programs and operations, or the effectiveness, efficiency, or productivity of Federal agencies.	Management and Program Analysis Series, 0343
Full professional knowledge of the theories, objectives, principles, and techniques of librarianship, to select, organize, preserve, access, and disseminate information.	Librarian Series, 1410
Professional archival work in appraising, accessioning, arranging, describing, preserving, publishing or providing reference service from public records and historic documents.	Archivist Series, 1420

Crosswalk to the Standard Occupational Classification					
<p>The Office of Management and Budget requires that all Federal agencies that collect occupational data use the Standard Occupational Classification (SOC) system for statistical data reporting purposes. The Bureau of Labor Statistics uses SOC codes for the National Compensation Survey and other statistical reporting. OPM and other Federal agencies maintain a “crosswalk” between OPM authorized occupational series and the SOC codes to serve this need. This requirement and these SOC codes have no effect on the administration of any Federal human resources management system. The information in this table is for information only and has no direct impact on classifying positions covered by this series. The SOC codes shown here generally apply only to non-supervisory positions in this occupation. As changes occur to the SOC codes, OPM will update this table. More information about SOC is available at http://stats.bls.gov/soc.</p>					
Federal Occupational Series and Position Title and The Related Standard Occupational Classification System Code					
Federal Occupational Series	Standard Occupational Classification Code Based on Occupational Series		Position Title	Standard Occupational Classification Code Based on Position Title	
0306	11-3011	Administrative Services Managers	Public Information Management Specialist	11-3011	Administrative Services Managers

GRADING INSTRUCTIONS

This flysheet does not provide occupation-specific grading criteria.

Use the [Administrative Grade Evaluation Guide](#) grading criteria to evaluate General Schedule positions in this series at the GS-09 or above.

Due to the diversity of assignments in this occupation, users should not seek a one-to-one correspondence between the duties of a particular position and the factor level descriptions and work illustrations in the guide. Instead, users should strive to match the intent of the various factor levels and seek to locate concepts and examples which are comparable.

For trainee and developmental positions GS-5 and GS-7, follow the guidance provided in the Administrative Analysis Grade Evaluation Guide.

Other standards may be used in conjunction with this standard or independently as appropriate, depending upon the nature of the work.

Evaluate leader positions using the [General Schedule Leader Grade Evaluation Guide](#).

Evaluate supervisory positions using the criteria in the [General Schedule Supervisory Guide](#).