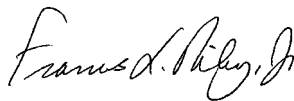


For: State and County Offices

2003 CED Classification and Pay Plan (C&PP)

Approved by: Acting Deputy Administrator, Management



1 Overview

A Purpose

This notice provides information and instructions for the 2003 CED C&PP.

B Effective Date

The effective date for implementing the new C&PP is July 13, 2003.

C Notification

State Offices shall notify County Offices of the results of the 2003 C&PP within 10 calendar days after receipt of this notice.

D Posting on FFAS Intranet

After July 1, 2003, HRD shall post 2003 CED C&PP data on the FFAS Intranet at <http://dc.ffasintranet.usda.gov/hrd/cedcpp.htm>.

Disposal Date	Distribution
September 1, 2004	State Offices; State Offices relay to County Offices

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2 CED C&PP Description

A Characteristics

The 2003 CED C&PP:

- reflects each CED's program and personnel management responsibility
- includes NAP as a major program
- is fully consistent with Federal classification criteria.

B Combined County Credit

Credit is provided in C&PP for combined County Offices and shared management operations as reported to HRD. Data for recent County Office changes and changes not reported to HRD will be incorrect.

C Classification Elements

The 2003 CED C&PP uses the following 5 elements for grade determination:

- management responsibility
- program variety
- crop production
- program participation
- economic impact.

See Exhibit 1 for a definition for each element.

3 Grade Level Changes

A Criteria for Grades

The full performance level for CED positions is either CO-11 or CO-12.

To support a CO-12, the CO-12 criteria of elements 1 and 2 must both be met. See Exhibit 1. In addition, the CO-12 criteria of at least 1 of the remaining elements must be met.

B Processing Upgrades

Consider upgrading actions resulting from the 2003 C&PP as promotions. Use NOA code "702" and remark code "K23" to process promotion actions.

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3 Grade Level Changes (Continued)

D Performance Requirements

See 27-PM, subparagraph 378 C for performance certification requirements for upgraded CED positions.

E Basic Salary

Establish salary rates for upgraded positions according to 27-PM, paragraph 701.

F Downgrades

No currently authorized CO-12 positions will be downgraded as a result of implementing the 2003 CED C&PP. Current CO-12 positions that do not meet CO-12 criteria of the 2003 C&PP are marked in the 2003 C&PP by an asterisk (*). These positions shall be filled at CO-11 when they become vacant while the 2003 CED C&PP is in effect.

4 Within-Grade Increases (WGI's)

A WGI Policy

A new waiting period for WGI begins the first day CED is promoted.

B WGI Processing

If CED to be promoted is eligible for WGI in the current grade on the date of the implementation of the 2003 C&PP:

- grant WGI based on CED's current grade
- process the promotion action
- start a new WGI waiting period.

5 Correcting Misactions

A Effective Date

If CED is improperly upgraded during the implementation of the 2003 C&PP, corrective action shall be retroactive to July 13, 2003.

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6 Classification Appeals

A Appeal Procedures

CED may appeal the grade of his or her position to DAFO at any time.

COC and STC shall concur with CED appeal requests before submission to DAFO.

B Appeal Documentation

The appeal shall clearly state the reasons the appellant feels the position is graded incorrectly. Specific CED C&PP classification elements shall be addressed. Facts supporting the appeal shall be included.

C Factors Not Considered

See 27-PM, subparagraph 37 C for a list of factors that are not considered in CED classification appeals.

D Effective Date

The effective date of a grade change resulting from a classification appeal will be specified in the appeal response.

E Final Decisions

DAFO classification decisions are final.

7 Future Actions

A C&PP Review

CED grades will be reviewed annually based on the 2 most recent years of data available.

The criteria of the C&PP will be updated as needed to reflect current programs and responsibilities.

B Reclassification

Reclassification of CED positions will be authorized on a county-by-county basis as major changes in CED responsibilities occur.

C Oilseeds

BUD has included an information item on the annual workload reports which will allow crediting of oilseeds production on future C&PP updates.

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9 Contacts

A Contact for Grades

Contact Marilyn Pate at 202-418-8987:

- if there are questions about CED grades or reports
- to obtain corrected data for newly effected combinations and shared management offices.

B Contact for Processing Promotions

Contact Crystol Wilsey at 202-418-9002 if there are questions about processing promotions.

Classification Elements

Element	Element Definition	
	CO-11	CO-12
1. Management Responsibility	CED supervises a small office staff (Fewer than 3 permanent, full-time subordinates). *	CED supervises a moderate to large office staff (3 or more permanent, full-time subordinates). *
2. Program Variety	There is recurring activity in 1 or 2 major programs (commodity production, NAP, commodity loan, or conservation). **	There is recurring activity in 3 or 4 major programs (commodity production, NAP, commodity loan, and conservation). **
3. Crop Production	Crop variety is limited. The county/counties served produce 1 or 2 of the following: wheat, feed grains, cotton, rice, peanuts, tobacco. ***	Crop variety is moderate to wide. The county/counties served produce 3 or more of the following: wheat, feed grains, cotton, rice, peanuts, tobacco. ***
4. Program Participation	Program participation is light to moderate. Fewer than 350 clients receive program payments annually. ****	Program participation is moderate to heavy. More than 350 clients receive program payments annually. ****
5. Economic Impact	The economic impact of agency programs is light to moderate. The office issues less than \$1 million in program payments annually. ****	The economic impact of agency programs is moderate to significant. The office issues more than \$1 million in program payments annually. ****
<p>* The number of subordinates is based on computed workdays for the county, excluding farm loan workdays. The number of subordinates actually employed is not used because many offices are understaffed or positions are vacant.</p> <p>** Minimum criteria for consideration - commodity production: at least 25 computed workdays in either peanuts or tobacco or at least 100 wheat, feed grains, cotton, or rice contracts; NAP: at least 25 computed workdays in NAP activity; commodity loan: at least 25 computed workdays in commodity loan activity; conservation: at least 25 computed workdays in conservation activity.</p> <p>*** Minimum criteria for consideration - wheat: 100 or more contracts; feed grains: 100 or more contracts; cotton: 100 or more contracts; rice: 100 or more contracts; peanuts: 25 or more computed workdays; tobacco: 25 or more computed workdays.</p> <p>**** Excludes farm loan program participation and payments.</p>		