



SEAPOWER THROUGH ENGINEERING

6.1.2

Version 5.2 29 MAY 2025

6.1.2 CIVPERS: Workforce Shaping & Classification

TIME: 2.0 HR

TOPIC LEARNING OBJECTIVES

Upon successful completion of this topic, the student will be able to:

1. Given descriptions, identify General Schedule (GS), Wage Grade (WG), Pay Bands and Senior Executive Service (SES) pay systems.
2. Recognize other types of pay that apply to GS and WG pay systems.
3. Identify the basic provisions of the Fair Labor Standards Act (FLSA).
4. Identify the purpose of position descriptions and job descriptions.
5. Identify different methods for filling civilian vacancies (management reassignment, merit competition, hiring from off the street, outsourcing, mandatory placement programs (stopper list))
6. Recognize key characteristics of the different methods of filling civilian vacancies.
7. Identify different methods for reducing civilian staffing (Reduction in Force (RIF), Separation Incentive Program (SIP), Voluntary Early Retirement Authority (VERA), and furlough).

STUDENT PREPARATION

Student Support Material

1. None

Primary References

1. <http://www.opm.gov>

Additional References

1. None



Overview

- Civilian Pay Plans
- Fair Labor Standards Act (FLSA)
- Position Descriptions and Job Descriptions
- Filling Civilian Vacancies
- Reducing Civilian Staffing



Importance Of Classification

- Recruiting
 - Hire the right person for the position
- Performance Management
 - Develop appropriate performance standards and expectations
- Workforce Development
 - Provide meaningful developmental opportunities





Classification

- Process of assigning federal jobs to a pay plan, series, grade/band, and title
 - Pay Plan
 - Broad sense of work being done
 - Determines pay system
 - Series – a.k.a. Occupational Code represents a specific occupation
 - Grade/Band – the level the person is working at determines rate of pay

Personnel System	Pay Plan	Series	Grade/Band	Title
DEMO	ND	0830	04	Engineer
General Schedule	GS	0802	11	Engineering Technician
ACQDEMO	NH	0801	04	Engineer

e.g., GS-830-11 Mechanical Engineer



Classification Responsibility

Supervisor will:

- Determine duties, responsibilities, supervisory oversight, etc. of position
- Use information to prepare position documentation that is an accurate description of job
- Review annually with employee to keep up-to-date



Human Resources will:

- Use provided documentation to make classification determination
- Office of Personnel Management (OPM) Position Classification Standards, OPM Job Grading Standards, and DEMO Manual





Civilian Pay Plans

- Most common types of pay plans:
 - WG – Wage Grade (Blue Collar)
 - GS – General Schedule (White Collar)
 - DEMO – Personnel Demonstration Project Science and Technology Reinvention Laboratory (STRL)
 - SSTM – Senior Scientist and Technical Manager
 - SES – Senior Executive Service



Pay – Wage Grade (WG)

- Set according to local rates
- Covers trades, crafts, and labor positions
- Grade structure - 15 grades (19 for supervisory)
 - WT Apprentice
 - WG 1 – 8 Helper, Laborer, Limited
 - WG 9 – 15 Journey level
 - WL 1 – 15 Leader (WG Scale + 10%)
 - WS 1 – 19 Foreman & General Foreman (WG + 20%)
 - WD/WN Production Facilitating (same as Foreman)
- Grade Steps
 - 5 steps in pay scale – normal progression through the 5 steps takes 7 Years



2025 Federal Wage System Regular and Special Production Facilitating Wage Rate Schedules for the Los Angeles, California (LA) Wage Area

WG WL-WS Grade	WG - Rates					WL - Rates					WS - Rates					WD-WN Pay Level
	1	2	3	4	5	1	2	3	4	5	1	2	3	4	5	
1	20.56	21.43	22.29	23.14	24.00	22.64	23.57	24.51	25.46	26.40	31.17	32.45	33.75	35.05	36.35	
2	21.60	22.49	23.39	24.29	25.19	23.75	24.74	25.73	26.72	27.71	32.19	33.53	34.86	36.20	37.54	
3	22.63	23.56	24.50	25.45	26.39	24.88	25.92	26.96	27.99	29.03	33.21	34.59	35.97	37.36	38.74	1
4	23.65	24.63	25.61	26.60	27.58	26.01	27.09	28.18	29.26	30.35	34.23	35.66	37.08	38.51	39.93	2
5	24.67	25.69	26.71	27.75	28.78	27.12	28.26	29.39	30.52	31.65	35.25	36.72	38.19	39.67	41.13	3
6	25.69	26.76	27.83	28.90	29.97	28.26	29.43	30.60	31.78	32.97	36.29	37.79	39.30	40.82	42.32	4
7	27.69	28.89	30.07	31.19	32.33	30.51	31.75	33.03	34.31	35.58	37.85	39.41	40.99	42.57	44.14	5 1
8	29.69	30.93	32.17	33.36	34.59	32.64	34.01	35.29	36.69	38.05	39.76	41.36	43.04	44.68	46.33	6 2
9	31.60	32.92	34.22	35.58	36.89	34.74	36.22	37.66	39.11	40.58	41.65	43.39	45.18	46.85	48.60	7 3
10	33.59	34.95	36.35	37.72	39.13	36.91	38.40	39.90	41.54	43.07	43.59	45.37	47.25	49.02	50.84	8 4
11	35.52	37.01	38.46	39.90	41.42	39.10	40.71	42.32	43.95	45.56	44.44	46.27	48.17	49.98	51.84	9 5
12	36.90	38.46	39.92	41.47	43.04	40.60	42.30	44.00	45.77	47.36	45.56	47.42	49.33	51.21	53.12	10 6
13	38.26	39.90	41.47	43.06	44.66	42.14	43.90	45.60	47.37	49.16	46.91	48.87	50.80	52.77	54.72	11 7
14	39.59	41.23	42.88	44.53	46.23	43.46	45.33	47.12	48.96	50.75	48.51	50.52	52.54	54.57	56.55	8
15	40.99	42.63	44.34	46.17	47.84	45.05	46.95	48.76	50.68	52.54	50.21	52.30	54.35	56.45	58.51	9
											WS-16	52.03	54.18	56.34	58.51	60.69
											WS-17	54.08	56.32	58.55	60.86	63.08
											WS-18	56.33	58.68	60.99	63.33	65.69
											WS-19	51.32	53.46	55.60	57.74	59.88

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Order Date: 3 September 2024

Effective Date: 17 November 2024

Supersedes Schedule Issued 28 December 2023



Pay – General Schedule (GS)

- **Nationwide** system covering Professional, Administrative, Technical, and Clerical
- Grade structure - 15 grades
 - 14-15 High Grades
 - 5-13 Working level, Supervisors (two-grade intervals)
 - 1-8 Entry level for clerical positions (single-grade intervals)
- Grade steps
 - 10 steps in pay scale – normal progress takes 18 years to reach step 10



Salary Table Index 2025-GS

w/Locality Pay for Los Angeles-Long Beach

Effective January 2025

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
1	\$30,515	\$31,538	\$32,552	\$33,563	\$34,576	\$35,168	\$36,173	\$37,184	\$37,225	\$38,171
2	\$34,311	\$35,127	\$36,264	\$37,225	\$37,643	\$38,749	\$39,856	\$40,963	\$42,070	\$43,176
3	\$37,439	\$38,687	\$39,934	\$41,181	\$42,429	\$43,676	\$44,923	\$46,171	\$47,418	\$48,665
4	\$42,026	\$43,427	\$44,829	\$46,231	\$47,632	\$49,034	\$50,435	\$51,837	\$53,238	\$54,640
5	\$47,019	\$48,586	\$50,153	\$51,719	\$53,286	\$54,853	\$56,419	\$57,986	\$59,553	\$61,119
6	\$52,414	\$54,161	\$55,908	\$57,654	\$59,401	\$61,148	\$62,895	\$64,642	\$66,389	\$68,135
7	\$58,244	\$60,186	\$62,128	\$64,070	\$66,012	\$67,954	\$69,896	\$71,838	\$73,780	\$75,722
8	\$64,503	\$66,653	\$68,804	\$70,955	\$73,106	\$75,256	\$77,407	\$79,558	\$81,709	\$83,859
9	\$71,244	\$73,619	\$75,993	\$78,368	\$80,742	\$83,117	\$85,492	\$87,866	\$90,241	\$92,615
10	\$78,455	\$81,070	\$83,685	\$86,300	\$88,914	\$91,529	\$94,144	\$96,759	\$99,373	\$101,988
11	\$86,199	\$89,071	\$91,944	\$94,817	\$97,689	\$100,562	\$103,435	\$106,307	\$109,180	\$112,053
12	\$103,316	\$106,760	\$110,205	\$113,649	\$117,094	\$120,538	\$123,983	\$127,427	\$130,872	\$134,317
13	\$122,857	\$126,953	\$131,048	\$135,144	\$139,239	\$143,334	\$147,430	\$151,525	\$155,621	\$159,716
14	\$145,180	\$150,019	\$154,858	\$159,697	\$164,536	\$169,376	\$174,215	\$179,054	\$183,893	\$188,733
15	\$170,769	\$176,461	\$182,153	\$187,845	\$193,538	195200 *	195200 *	195200 *	195200 *	195200 *

* Rate limited to the rate for level IV of the Executive Schedule (5 U.S.C. 5304 (g)(1)).



Personnel Demonstration Project (DEMO)

- DoD laboratories designated as Science and Technology Reinvention Laboratories (STRL)
- Broad band classification system
- Performance management system
- Simplified staffing & examining system
- Flexible compensation system
- Simplified Reduction in Force (RIF) system



Navy Demo Pay Plans

DEMONSTRATION PROJECT	PAY PLAN	CAREER PATHS	DEMO PAY BAND LEVELS					
			GENERAL SCHEDULE GRADES					
			I	II	III	IV	V	VI
Naval Surface Warfare Center and Undersea Warfare Center	ND	Scientific and Engineering	1-4	5-8	9-11	12-13	14-15	>15
	NT	Administrative and Technical	1-4	5-8	9-10	11-12	13-14	14-15
	NG	General Support	1-4	5-6	7-8	9-10	11-12	
Naval Research Laboratory	NP	Science and Engineering Professional	1-4	5-10	11-13	14-15	>15	
	NR	Science and Engineering Technical	1-4	5-8	9-10	11-12		
	NO	Administrative Specialist and Professional	1-4	5-10	11-12	13	14-15	
	NC	Administrative Support	1-4	5-7	8-10			
Naval Weapons And Aircraft Divisions	DP	Science and Engineering	1-4	5-9	9-11	12-13	14-15	
	DT	Science and Engineering Technician	1-4	5-8	9-10	11-12	12-13	
	DS	Technical Specialist	1-4	5-8	9-10	11-12	12-13	14-15
	DA	Business Professional / Program Mgmt	1-4	5-8	9-10	11-12	12-13	14-15
	DG	Administrative Support	1-3	4-5	5-6	6-7	8-9	10-11
	NM	Supervision and Management		6-8	9-12	13-14	14-15	>15
Naval Information Warfare Center	ND	Science and Engineering Professional	1-4	5-9	9-11	12-13	14-15	
	NR	Technician	1-4	5-8	9-10	11-12	13	
	NO	Administrative/Professional	1-4	5-8	9-10	11-12	13	14-15
	NG	General Support	1-4	5-6	7-8	9-10	11-12	
	NM	Supervision and Management		6-8	9-11	12-14	14-15	>15



NSWC Demo Project Salary Tables 2025

w/Locality Pay for Los Angeles-Long Beach

Business and Technical Management Professional (ND)

I	II	III	IV	V	VI
\$30,515- \$54,640 (GS 1-4)	\$47,019- \$83,859 (GS 5-8)	\$71,244- \$112,053 (GS 9-11)	\$103,316- \$159,716 (GS 12-13)	\$145,180- \$195,200* (GS 14-15)	\$196,385- \$207,500* (SSTM)

Technical Management Support (NT)

I	II	III	IV	V	VI
\$30,515- \$54,640 (GS 1-4)	\$47,019- \$83,859 (GS 5-8)	\$71,244- \$101,988 (GS 9-10)	\$86,199- \$134,317 (GS 11-12)	\$122,857- \$188,733 (GS 13-14)	\$145,180- \$195,200* (GS 14-15)

Administrative Support (NG)

I	II	III	IV	V
\$30,515- \$54,640 (GS 1-4)	\$47,019- \$68,135 (GS 5-6)	\$58,244- \$83,859 (GS 7-8)	\$71,244- \$101,988 (GS 9-10)	\$86,199- \$134,317 (GS 11-12)

SSTM – Senior
Scientific
Technical Manager

* Pay cap



Pay - SES

- Senior Executive Service
 - Positions that are classified above GS-15 of the General Schedule

Salary Table No. 2025-ES

Rates of basic pay for members of the Senior Executive Service (SES)

Effective January 2025

Structure of the SES Pay System	Minimum	Maximum
Agencies with a Certified SES Performance Appraisal System	\$150,160	\$225,700
Agencies without a Certified SES Performance Appraisal System	\$150,160	\$207,500

SES receives NO locality pay



Overview

- Civilian Pay Plans
- Fair Labor Standards Act (FLSA)
- Position Descriptions and Job Descriptions
- Filling Civilian Vacancies
- Reducing Civilian Staffing



Fair Labor Standards Act (FLSA)

- Protective legislation covering
 - Minimum wage rates
 - Overtime pay
 - Prohibition on child labor
 - Equal pay regardless of gender



Fair Labor Standards Act (FLSA)

- Applies to all wage grade and most GS employees in non-supervisory, clerical, technical, lower-graded professional, and administrative positions (non-exempt)
- Covered employees (non-exempt) **receive overtime pay** when management requires or permits **work beyond the basic work week**
- Employees not covered under FLSA (Exempt, Administrative and Creative) are **not automatically entitled** to overtime pay
 - may be given compensatory time (comp time) off
 - may be given overtime pay (pay caps apply)
 - may be given credit hours



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Position Descriptions & Job Descriptions

- Position Descriptions (PD)
 - Statements of duties and responsibilities comprising the work assigned to civilian employees
 - Should be kept current - may be changed whenever work changes
 - Accurate PDs are required to properly classify and fill positions
- Job Descriptions (JD)
 - Similar to PD, but for Wage Grade employees
- General Level Descriptor (GLD) with an addendum
 - Statements of duties and responsibilities comprising the work assigned to civilian employees



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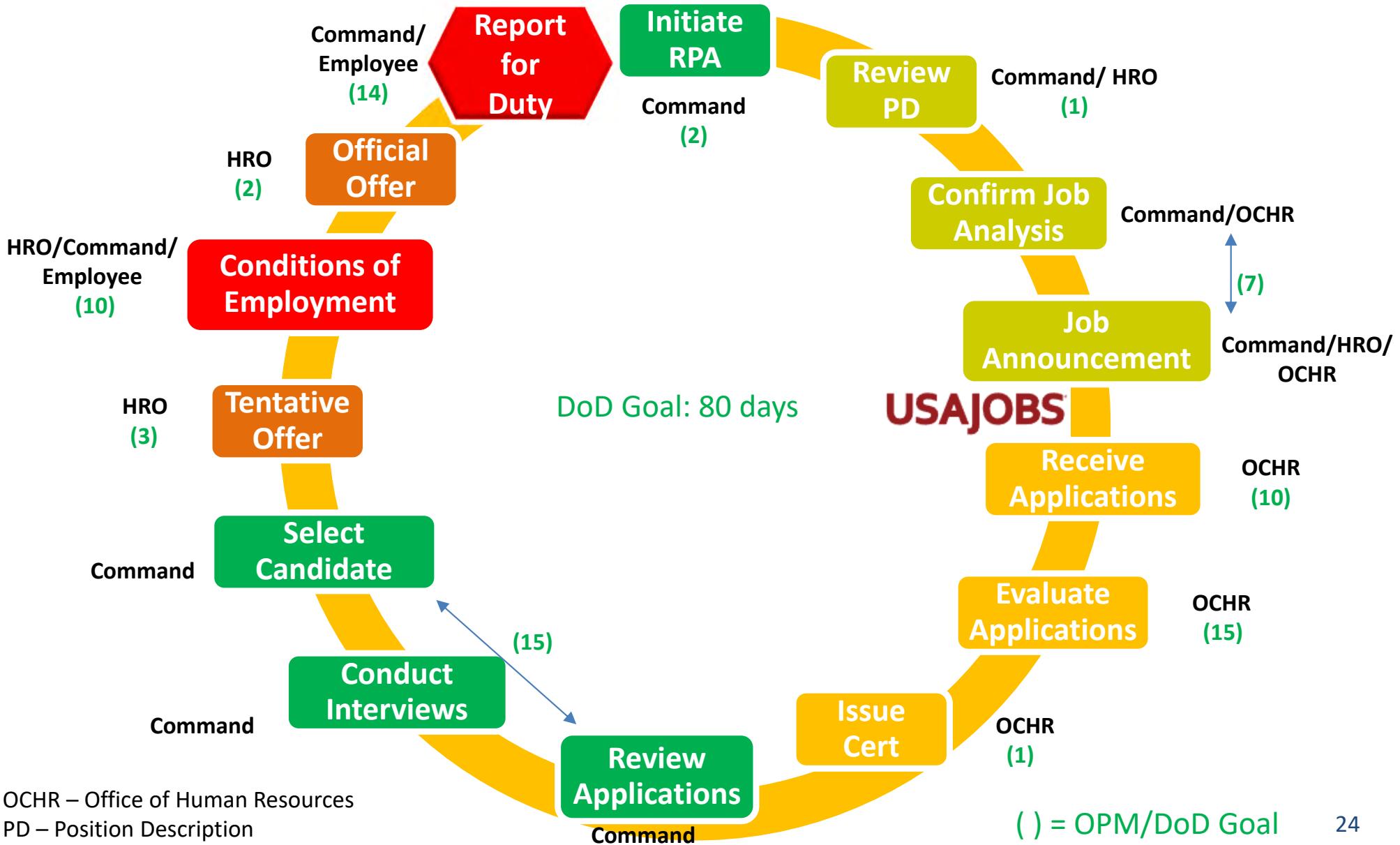
Filling Civilian Vacancies

- Direct Hire Authority (DHA)
 - Temporary hiring authorities granted by Congress based on specific eligibility requirements
 - Veteran's preference does not apply
 - Job assessment not required; “by-name” requests are allowed
- Delegated Examining
 - Jobs open to any citizen
 - Veteran's preference given
 - May select any candidate in the highest rated category
- Merit Competition
 - Candidates evaluated against criteria
 - Selection process among best qualified
 - Competitive selection/promotion based on merit
 - Veteran's preference does not apply

Merit competition option is available for all civil service pay systems



Competitive Selection Process (Basic)





Filling Civilian Vacancies

- Transition Planning
 - Temporary Promotion
 - Limited to 120 days
 - Detail (may be to a higher or lower-graded position)
 - Temporary Reassignment
- Management Reassignment
 - Organization does not have to advertise or compete the vacancy
 - Must clear the Priority Placement Program (“Stopper List”); priority for reassignment goes to employees in the area without a permanent position due to circumstances beyond their control
 - Same grade as vacancy
 - Must be qualified for the position
 - Employee does not have to agree with reassignment
- Outsourcing
 - Work that is not ‘inherently governmental’ may be contracted out
 - Rules for managing contract personnel are **not the same** as for civil service



Overview

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Reducing Civilian Staffing

- Reduction in Force (RIF)
 - Must get permission to conduct a RIF
- Separation Incentive Program (SIP)
 - No special pool of money for SIP
- Voluntary Early Retirement Authority (VERA)
 - No special pool of money for VERA
 - Like SIP, VERA paid for through vacancy
- Furlough
 - Only mission-critical designated employees work during a furlough
- Deferred Resignation Program (DRP)
 - Provides incentive for employees to resign or retire while receiving regular salary and benefits for a designated amount of time in a paid leave status
 - Generally, adopts the voluntary separation framework



Summary

- What are the civilian pay plans?
- What are position/job descriptions?



Summary

- What is the Fair Labor Standards Act (FLSA)?
- What are the methods used for reducing civilian staffing?



Summary

- What are the methods used for filling civilian vacancies?