



PDs may be amended to add or delete duties, as appropriate. Duties added must be regular and recurring to warrant such a change. The PD is not all-inclusive; it is intended to provide a broad description of the primary duties and responsibilities sufficient to classify the position, identify qualification requirements and training needs, and provide the framework for both assignments made and performance standards expected by the supervisor. While it is important to maintain an accurate PD, the supervisor will assist the technician in understanding that responsibility for a program or task automatically incorporates the normal steps or sub-elements of the assignment even though all are not specifically outlined. Requests for PD changes are reviewed in the HRO for both appropriateness and classification impact prior to approval/implementation.

a. Examples of authorized position changes

(1) Regular and recurring duty/responsibility comprising 5% or more of the incumbent's time, which is not incidental to duties already described in the PD.

(2) Duties requiring substantially different or higher qualifications than those established from the standard PD.

(3) Duties which alter the work environment, i.e., exposure to safety hazards or toxic substances not identified in the PD.

(4) Changes to organizational locations or supervisory structure.

(5) Deletion of duties no longer required of the position.

(6) Other changes deemed appropriate within the guidelines above,

b. Examples of changes not required/authorized:

(1) Correction of outdated terminology, i.e., Army/Air Force acronyms, titles of programs administered, reports prepared, or meetings attended (when the basic job requirements remains unchanged).

(2) Changes to the description/nomenclature of equipment serviced, repaired, operated, stored, etc., (when the required skills do not change).

(3) Addition of elements such as task frequency, quality control or performance standards expected.

(4) Addition of detailed steps or processes which comprise part of a larger responsibility described in the PD.

(5) Addition of duties contained in another incumbent's PD (this requires both justification and coordination).

(6) Duties performed on a voluntary basis which are not determined by the supervisor and the HRO to be a requirement of the position.

(7) Duties performed on an infrequent basis.

(8) Duties inappropriate for the basic knowledge, skills and abilities normally expected of positions in that pay plan/occupational series/grade level.