



**IDAHO NATIONAL GUARD  
JOINT FORCE HEADQUARTERS  
HUMAN RESOURCE OFFICE  
4794 FARMAN ST, BLDG 442  
BOISE, IDAHO 83705-81 12**



JFHQ-ID/JIHR

5 January 2009

MEMORANDUM FOR Idaho National Guard Federal Technicians

SUBJECT: HR Policy Ltr 09-001; Desk Audits (Position Reviews)

Reference: TPR 500 (511)

1. Position classification is the process of determining the appropriate pay plan, series, and grade of a position based on its designated duties and responsibilities, and consistent with prevailing laws, standards, and guides. The Human Resource Specialist (Classification) will conduct a desk audit when there is not sufficient data from other available sources, including the PD, to make an informed classification decision. The responsibilities of supervisors include, but are not limited to:
  - a. Ensuring that assigned positions best serve the mission of the organization and provide for the efficient and economic utilization of technician personnel resources.
  - b. Ensuring that technicians are performing the full range of duties and responsibilities described in their technician position description.
2. Based on information submitted in the request, the Classifier will determine if an audit is necessary. Requests for position reviews by supervisors should be forwarded through their directorate.
3. Supervisors should state the reasons why they believe the position review is warranted. The following are to be submitted :
  - a. The position's major duties and responsibilities and how they have changed measurably to include:
    1. Have the levels of knowledge required to perform the duties of the position changed?
    2. Have supervisory requirements changed?
    3. Have guidelines and operating procedures changed?
    4. Have the complexities of the duties changed?
    5. Are new regular and recurring (list percentages of time spent) duties required, which are not covered in the current position description?
  - b. An organizational chart.
  - c. Copies of current and proposed position descriptions.
4. Point of contact for questions regarding this matter is TSgt Yvonne Howard, Human Resource Specialist, (Classification) at 422-3343.

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KEVIN K. DAWKINS, Col, IDANG  
Human Resource Officer