

DIRECTOR'S ORDER NO. 209

Subject: Required Use of the Human Capital Management System Modules Servicewide

Sec. 1 What is the purpose of this Order? This Order requires hiring managers and Human Resources (HR) professionals to use the U.S. Fish and Wildlife Service's (Service) Human Capital Management System (HCMS) – Position Description Express (PD Express) and Job Announcement Express (JAX) modules.

Sec.2 What is the scope of this Order? Hiring managers and HR professionals must use PD Express and JAX for all positions except those that are:

- a. Senior Executive Service (SES), and
- b. Senior Level (SL).

Sec. 3 Why are we requiring managers and HR professionals to use HCMS? HCMS supports the President's and the Service's E-Gov Human Capital initiative by automating the upfront hiring process.

a. PD Express is a Web-based position description/classification support system that streamlines the creation, maintenance, and storage of our position descriptions.

b. JAX easily integrates with the U.S. Office of Personnel Management (OPM) USA Staffing Automated System that we currently use, as well as with PD Express. It allows us to seamlessly move from classification into recruitment, and more easily finalize job analyses, job questionnaires, and category ratings.

Sec. 4 What are the benefits of using the Service's HCMS? The benefits are:

a. Usability, including:

(1) Quick access to a comprehensive digital library of consistent, relevant, and classified PDs;

(2) Searchable job announcement library, which includes easy access for the hiring manager and HR professional to review, modify, or create new job announcements;

- (3) Standardized library of competencies, knowledge/skills/abilities (KSAs), and job questions that cover the majority of series in the Service;
- (4) Ease of signing in and preparing job documents to create and publish job announcements; and
- (5) A suite of training materials, including Web-based training on DOI Learn, training manuals for instructor-led training, and a *Quick Reference Guide* (job aid) developed for user support.

b. Efficiency, including:

- (1) A streamlined, five-step automated PD building and classification process, with built-in logic and approvals, that reduces errors and rework;
- (2) Transparent processing with easy access to PD status and classification timeframes;
- (3) Announcement progress that managers and HR professionals can easily track;
- (4) OPM's complex recruiting requirements embedded in the system;
- (5) Educational tools that simplify the process for all users; and
- (6) Filters for hiring managers and HR professionals to track hiring history.

Sec. 5 When is this Order effective? This Order is effective November 1, 2013. It remains in effect until incorporated into the Service Manual or until amended, superseded, or revoked, whichever comes first. If we do not amend, supersede, or revoke it, the Order will terminate in 18 months.

/SGN/Steve Guertin

DEPUTY DIRECTOR

Date: OCT. 23, 2013