

Fort Knox CPAC...



HR Tip of the Week

Accretion of Duties...

An accretion of duties is the addition of duties and responsibilities to an encumbered position which may increase the grade of the position whereby a promotion may be achieved non-competitively. In order to be processed non-competitively, the action must meet all established requirements, and must adhere to merit principles as well as position classification standards and guides.

Position reviews do not always result in an accretion of duties promotion. Adding new duties to a current position, maybe be additional duties, but if those duties are not at a higher level of responsibility, do not require a higher level of knowledge with less supervisory controls, and if the job does not become more complex as a result of those additional duties, you may find that the job will still be classified at the same grade.

If exercising Delegated Classification Authority (DCA), ensure classification determinations of higher level work identified and currently performed are properly classified using the proper standards and guides. If not exercising DCA, ensure that higher level work is identified and justified for CPAC review.

Look for our next HR Tip regarding Extensions of NTE Actions