



## United States Department of the Interior

OFFICE OF THE SECRETARY  
Washington, DC 20240

November 2, 2020

### Memorandum

To: DOI Human Capital Officers  
DOI Human Resources Directors/Officers

From: Jennifer A. Ackerman  
Director, Office of Human Capital  
Deputy Chief Human Capital Officer

Subject: Standardized Position Descriptions for Financial Specialist (501), Financial Systems Security Specialist (501), and Accountant (510)

Effective immediately, all Bureaus/Offices with delegated classification authority are required to use a DOI SPD when recruiting for a position in the occupational series/grade contained herein. This applies to all permanent and non-permanent appointments, as applicable, regardless of work schedule.

This memorandum supersedes PB numbers 17-10 dated 4/19/17 and 04-09 dated 5/13/04.

**Background:** The existing 501 and 510 legacy standard position descriptions (SPDs) were previously developed and issued in 2004 and 2017. In November 2019, the U.S. Office of Personnel Management (OPM) released the revised Job Family Position Classification Standards for professional and administrative occupations in the Accounting, Auditing, and Budget Group, 0500. As a result, the DOI Office of Human Capital (OHC) updated the existing SPDs through application of the revised classification standard.

**Policy:** Effective immediately, Bureaus/Offices must replace legacy PDs with the new DOI SPDs, where applicable, and process the necessary personnel actions as soon as possible, but not later than **60** days from the date of this memorandum. See [PB 20-10](#) for additional applicable policy requirements.

The official SPDs covered by this Memorandum are:

<b>DF00100</b>	DOI514	Financial Specialist	GS-0501-14
<b>DF00200</b>	DOI513	Financial Specialist	GS-0501-13
<b>DF00300</b>	DOI512	Financial Specialist	GS-0501-12
<b>DF00400</b>	DOI511	Financial Specialist	GS-0501-11
<b>DF00500</b>	DOI510	Financial Specialist	GS-0501-9
<b>DF00600</b>	DOI509	Financial Specialist	GS-0501-7
<b>DF00700</b>	DOI508	Financial Specialist	GS-0501-5
<b>DF00800</b>	DOIF001	Financial Systems Security Specialist	GS-0501-13
<b>DF00900</b>	DOIF002	Financial Systems Security Specialist	GS-0501-12
<b>DF01000</b>	DOIF003	Financial Systems Security Specialist	GS-0501-11
<b>DF01100</b>	DOIF004	Financial Systems Security Specialist	GS-0501-9
<b>DF01200</b>	DO1501	Accountant	GS-0510-5
<b>DF01300</b>	DO1502	Accountant	GS-0510-7
<b>DF01400</b>	DO1503	Accountant	GS-0510-9
<b>DF01500</b>	DO1504	Accountant	GS-0510-11
<b>DF01600</b>	DO1505	Accountant	GS-0510-12
<b>DF01700</b>	DOI506	Accountant	GS-0510-13
<b>DF01800</b>	DO1507	Accountant	GS-0510-14

**Inquiries:** Any Department employee or employee representative seeking further information concerning this memorandum may contact their respective Servicing HR Office. Bureau Headquarters HR staff may contact Renae Lockwood in the OHC at [Renae\\_Lockwood@ios.doi.gov](mailto:Renae_Lockwood@ios.doi.gov)

Attachments