



U.S. Department
of Transportation
Maritime
Administration

MANUAL OF ORDERS

MARITIME ADMINISTRATIVE ORDER

REVOKES

MAO 730-312,
dtd 7-7-75

NO.

730-312

EFFECTIVE DATE

December 5, 1989

SUBJECT

POSITION MANAGEMENT PROGRAM

- Section 1. Purpose and Scope
- Section 2. References
- Section 3. Policy
- Section 4. Responsibilities
- Section 5. Review Procedures

Section 1. Purpose and Scope:

This order prescribes Maritime Administration (MARAD) policies and procedures for developing, implementing, and administering a position management program. It supplements the guidance and directives contained in the documents referenced in section 2.

Section 2. References:

Title 5, United States Code, Chapter 51, Classification
Federal Personnel Manual (FPM), Chapter 312,
Position Management
Department of Transportation (DOT) Order 3510.2,
Position Management
Maritime Administrative Order (MAO) 230-3,
Organization and Staffing

Section 3. Policy:

3.01 It is MARAD's policy to establish and maintain a position management program which ensures that:

- 1 The principle of equal pay for substantially equal work will be followed.
- 2 Positions are carefully planned, designed and structured to meet the objectives and requirements of position management, and to prevent grade escalation.
- 3 Supervisors and managers are aware of and follow position management requirements and objectives, and consider Upward Mobility Program goals when planning and establishing positions.
- 4 Corrective action is taken when evaluation reveals a need for improvement in any aspect of position management.

Section 4. Responsibilities:

4.01 The Maritime Administrator is responsible for organizing the Maritime Administration within requirements of pertinent statutes and directives relating to the agency, and for assuring that assigned missions are legally and properly accomplished within the policies of the position management program.

4.02 Supervisors and Managers are responsible for:


- 1 Assuring that all positions as established or changed are necessary to meet mission requirements, conform to Position Management Program objectives, and provide for a maximum utilization of skills and sound management of total employee and budgetary resources.
- 2 Submitting and maintaining current position descriptions which accurately depict the duties and responsibilities of their employees.
- 3 Reviewing all vacated positions for continuing need, or possible restructure to provide for a more effective and efficient organization.

4.03 The Director, Office of Personnel, is responsible for:

- 1 Assuring that the requirements of the Position Management Program are met before taking personnel or position actions.
- 2 Providing assistance to supervisors and managers in meeting their position management responsibilities, suggesting alternative position structures to achieve improvements or economies, and periodically evaluating the positions and position structures within the agency.

Section 5. Review Procedures:

5.01 A position management evaluation survey of positions and position structures within the Maritime Administration shall be conducted periodically by the Office of Personnel. The results of such reviews, including recommendations for improvements or corrections of deficiencies, shall be provided to the appropriate managers and to the Associate Administrator for Administration.


CAPTAIN WARREN G. LEBACK
Maritime Administrator