

## INFORMATION PAPER

SUBJECT: JTF CapMed Regional Classification Review

With the completion of the unprecedented merger of three Service-specific medical treatment facilities into two World-Class hospitals and other Centers, it is now time to turn our attention to a regional civilian job classification review.

This review will begin by managers/supervisors and, in some cases, working groups of subject matter experts assessing current job descriptions to which JTF employees are assigned. For the most part, these jobs were the ones employees occupied when they were Army or Navy employees. The result of this assessment will be the development of generic, standardized job descriptions whenever possible and the creation of individual, more customized jobs in cases where we have unique or one-of-a-kind jobs.

It isn't possible for a review of more than 4,000 jobs to occur all at once, but we have created an aggressive schedule for this review and expect to be completed by the end of 2012.

We are approaching the classification review two ways: Reviewing and studying jobs within organizational units and reviewing all jobs within broad occupational groups. We selected the Clinical Support Department to begin our organizational study because jobs are relatively homogeneous and that lends itself more easily to a systemic review. The first occupation selected for region-wide review is Nurses. A working group of subject matter experts and classification specialists has begun this review and because there are almost 800 Nurse positions across the region, this study will likely take several months to complete.

The classification study team leaders have met with the JTF Command Leadership and all the Deputy Commanders throughout the region and have outlined how we will begin the classification review in their organizations. We are in the process of working with them to develop a timeline for when specific organizational reviews will begin and end. You will be kept informed as time goes by.

The Classification Study Team is led by Leslie McGlothlin, CHR advisor to the J1. It includes classification specialists assigned to the Civilian Human Resources Center (CHRC) and augmented by other classifiers as the workload demands. Questions should be directed to your supervisors who will elevate them to the Study Team.