

## **2019 Hiring Plan**

### **General Policy:**

Permanent hires must be funded by recurring appropriated funding or reimbursable agreements with partners with whom Centers have long-term and financially stable collaborations. Hires funded by other reimbursable agreements should be Terms, Temps, or similar non-permanent appointments.

New Permanent positions must be attached to a new funding source or evidence of increased funding (such as an increase in appropriated funds to the project).

Permanent hires must align with the USGS strategic goals.

The sharepoint hiring waiver form is required for all hiring actions for HR tracking purposes

### **Staffing Plans:**

Center Directors will create staffing plans with ELT approved organization chart that assure funding required for salaries and operational expenses will not exceed the Center's budget. Staffing plans will include appropriate supervisor to supervisee ratios (check with Human Resources). Regional Directors or Mission Area chain-of-command supervisors need to review and approve staffing plans before they can approve new hires.

### **Executive Leadership Team (ELT)**

- Center Director hires
  - Regional chain of command: hiring requests – and final candidate selection - require concurrence from the Associate Director most closely aligned with that Center's funding portfolio or by the Deputy Director (for Centers with no predominant Mission Area funding source).
  - Mission Area chain of command: hiring requests – and final candidate selection - require concurrence from the Deputy Director.
- Program Coordinators
  - Mission Area chain of command: hiring requests – and final candidate selection – require concurrence from the Deputy Director.

## 2019 Summary of hiring approval

Type of Hire	Center Director	ELT	Deputy Director	Director	Other
<b>Temp, Term, &amp; Time Limited Appointments</b>					
Pathways Temp Intern, Career Intern, & Recent Grad	X				
Pathways Intern & Recent Grad - Conversion to Term	X				
Reemployed Annuitants - NDAA Only	X	X	X		
Term, Temp, Time Limited Hires (Comp & NonComp; Exc Svc & Comp Svc) - e.g., Field Assistants, Sch A-Disability, VRA, 30% DAV, Rehired Annuitants, Post Doc, etc.	X				
Term, Temp, Time Limited Extensions (Comp & NonComp; Exc Svc & Comp Svc) - e.g., Field Assistants, Sch A-Disability, VRA, 30% DAV, Rehired Annuitants, Post Doc, etc.	X				
<b>Permanent, Related, &amp; Fellows</b>					
Mendenhall Post Doctoral Research Fellows	X	X			
Pathways Presidential Management Fellows	X	X			
Pathways Intern & Recent Grad - Conversion to Perm	X	X			
*IMT Positions - Temp, Term, or Perm (Excludes Pathways Interns & Recent Grads)	X	X			X USGS & DOI CIO
*Note: IMT Positions include: 0390 Telecommunications Processing, 0391 telecommunications, 0392 General Telecommunications, 0854 Computer Engineering Series, 0856 Electronics Technical Series, 1550 Computer Science, 2210 IT Management.					
RGE & EDGE Perm Positions (Regardless of Grade/Location)	X	X			

Veterans Recruitment Appt (VRA) - Exc Svc Perm	X	X			
Schedule A - Disability Appt - Exc Svc Perm	X	X			
Optional Noncompetitive Conv to Perm - e.g., Sch A-Disability Appt, 30% DAV from temp/term, etc.	X	X			
<b>Reassignments of Current USGS Employees (Except for SES &amp; Senior Level Positions)</b>					
<b>Within</b> Region/Mission Area	X	X			
<b>Into a</b> Region/Mission Area from outside	X	X			
<b>To</b> DC, excluding reassignments to Northeast Region	X	X	X	X	
<b>Permanent &amp; Related</b>					
GS-14 and below non-Center Director	X	X			
GS-15 non-Center Director	X	X	X		
Center Director (GS-15) Regional chain of command requires RD and affiliate AD; or *Deputy Director concurrence if no predominant Mission Area Center *	X	X	X*		
Program Coordinator (GS-15) Mission Area chain of command requires Deputy Director approval	X	X	X		

Approval: 

U.S. Geological Survey Director