

Date: November 21, 2021

From: Assistant Under Secretary for Health for Operations (15)
Chief, Human Capital Management (106)

Subj: Implementation of Classification Modernization Project in Support of the Office of Research and Development (ORD) Program (VIEWS 6262913)

To: Veterans Integrated Service Network (VISN) Directors and Medical Center Directors

1. The purpose of this memorandum is to communicate the mandatory implementation of the standardized position description for facilities with a Research Service Line. The Office of Research and Development partnered with VHA Workforce Management and Consulting (WMC) Human Resources Center of Expertise (HR CoE) to develop standardized organizational structures, position descriptions, job analyses, and job announcements.
2. Positions within the Research Service Line are not unique to each medical center, holding similar duties throughout the healthcare system and should be standardized as much as possible. Implementing this standardized position description serve as a critical step forward in implementing the recommendations made by WMC. Standardized products will ensure growth, consistency, sustained superior performance, and compliance within ORD programs in the medical centers, supporting our mission to provide high-quality care to our nation's Veterans.
3. Effective November 21, 2021, VISNs will ensure all medical centers begin the implementation of this mandatory standardized product for staff performing Research Study Coordinator duties in the medical center. The expectation for full implementation will be expected no later than February 20, 2022 and should occur as follows to the extent possible, based upon each medical center's current state:
 - a. Implement the organizational chart (to include updating HR Smart reporting structures)
 - b. Implement the standardized position descriptions (to include updating HR Smart position fields)
 - c. Utilize the job analyses and job announcement templates for any new hires within the organization
 - d. Continue to move towards future state through attrition

To obtain standardized documents, please contact your VISN Chief Human Resources Officer (CHRO). These documents include standard organizational chart, signed OF-8, position description, job analysis and job announcement, and frequently asked questions.

4. For questions related to the content of the standardized materials, contact Antonio Laracuate, Director of Field Operations, ORD at Antonio.Laracuate@va.gov.

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For questions related to the classification of the position description, contact WMC HRCoE, Classification VHA106AWMCClassification@va.gov.

For questions related to the development of the job analysis and job announcement, contact VHAWMCHRDataSystems@va.gov.

Questions related to the filling of vacancies, recruitment strategies, and implementation of the project deliverables may be directed to your respective VISN CHRO.



for Renee Oshinski
Assistant Under Secretary for Health
for Operations

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