

New Guidance for the Preparation of Title 38 Functional Descriptions (from HRML #05-08-05)

- ❖ Functional statements must be in writing and consistent with the actual duties and responsibilities of the position.
- ❖ They are to be reviewed at least every two years to verify the accuracy of the duties and responsibilities (can be annotated by initials and dating on the original document).
- ❖ Superseded FS's must be kept on file for 2 years after being abolished.
- ❖ FS's must contain all pertinent information related to the position to ensure accurate job-related documentation.
- ❖ ALL Title 38 and Title 38 hybrid positions require FS's.
- ❖ FS for individuals who have responsibility for the assessment, treatment or care of patients must address the age groups of patients treated as required by JCAHO.
- ❖ FS's must be written when a new position is established, or when duties/responsibilities have been significantly altered.
- ❖ FS's will include at least:
 - 1) a general description of the duties including nature, purpose and location of the work;
 - 2) functions or scope of assigned duties with major duties and responsibilities;
 - 3) supervisory controls related to the position, including clinical and administrative aspects;
 - 4) a citing of the applicable qualifications requirements from VA Handbook 5005, Part II, Appendix G-18;
 - 5) customer service requirements;
 - 6) age, development, and cultural needs of patients requirement; and
 - 7) computer security requirement.
- ❖ FS's are required to be retained for 2 years.
- ❖ One copy is to be given to the employee, one copy kept on file at the service level, and one copy kept on file by the servicing HR office.
- ❖ The supervisor is to sign and date the bottom of the FS.



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HUMAN RESOURCES MANAGEMENT LETTER NO. 05-08- 05

GUIDANCE FOR THE PREPARATION OF TITLE 38
FUNCTIONAL STATEMENTS

1. **Purpose.** The purpose of this Human Resources Management Letter (HRML) is to provide guidance for developing functional statements for all Title 38 and Hybrid Title 38 employees. It includes requirements for the description of both clinical and administrative controls over the employee's work.
2. **Background.** Functional statements must be established and utilized for the purpose of recruitment, evaluation, and organizational design for all covered positions and employees. The manager is responsible for creating the functional statements with the help of the human resources staff. Functional statements must be in writing and consistent with the actual duties and responsibilities of the position. Functional statements are to be reviewed at least every two years to verify the accuracy of the duties and responsibilities, or as often as needed due to changing responsibilities. Superseded functional statements must be kept on file for two years after being abolished.
3. **Procedures**
 - a. A functional statement is an official statement of the major duties and responsibilities assigned by management to a position. The functional statement must contain all pertinent information (i.e., principle duties, responsibilities, and supervisory relationships) related to the position to ensure accurate job-related documentation. All Title 38 and Hybrid Title 38 positions require functional statements. Supervisors and/or managers are responsible for assigning work to positions and ensuring that the functional statements are accurate.
 - b. Functional statements for individuals who have responsibility for the assessment, treatment, or care of patients must address the age groups of patients treated as required by the Joint Commission on Accreditation of Healthcare Organizations.
 - c. Functional statements must be written when a new position is established, or when the duties and responsibilities of a position have been significantly altered.

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d. Functional statements will include the following information:

(1) General Description of Assigned Duties describes the nature, purpose, and location of the work;

(2) Functions or Scope of Assigned Duties lists the major duties and responsibilities of the position;

(3) Supervisory Controls related to the position, covering clinical and administrative aspects of the work;

(4) Qualifications Requirements: Cite VA Handbook 5005, Part II, Appendix G (appropriate to the Title 38 Occupation). Do not copy the whole Appendix;

(5) Customer Services Requirements;

(6) Age, Development, and Cultural Needs of Patients Requirement; and

(7) Computer Security Requirement.

e. Functional statements are required to be retained for two years. One copy should be given to the employee and one copy should be kept on file at the service level and one copy should be kept on file by the servicing human resources office.

f. The supervisor will sign and date the bottom of each functional statement.

4. References

a. VA Handbook 5005, Staffing, Part II, Chapter 3, Title 38 Appointments.

b. Comprehensive Accreditation Manual for Hospitals, Chapter HR1.

5. Questions. Any questions concerning the preparation of functional statements may be referred to the Compensation and Classification Service, (055). A current list of Classification Team staff can be found at <http://vaww1.va.gov/ohrm/classification/contacts.htm>.


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