

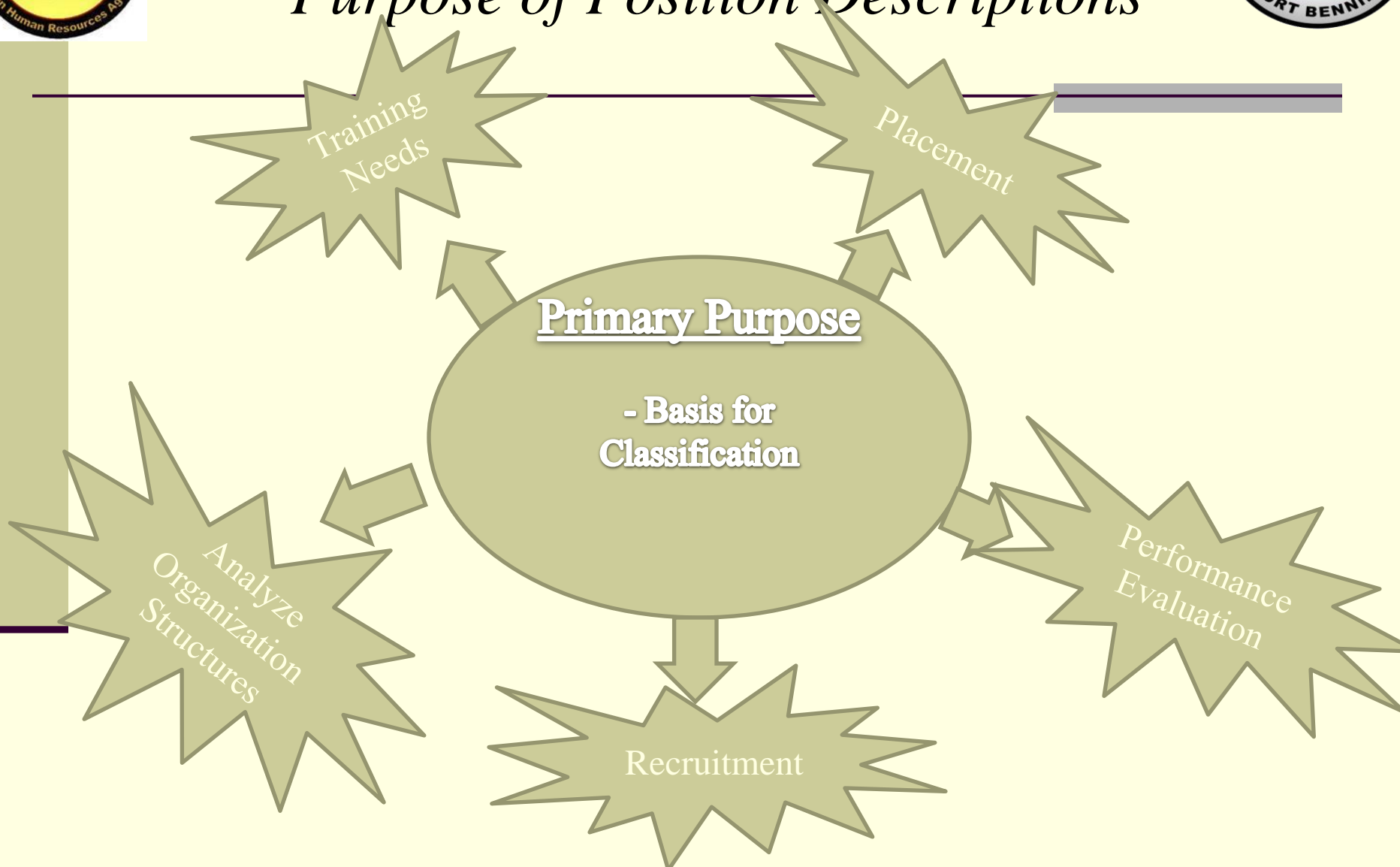


Position Description Formats

2010 Federal Employees Week



Purpose of Position Descriptions





PD FORMATS

Formats

Follow the format of the grade controlling standard

- ❑ Narrative GS
 - ✓ Supervisory Controls
 - ✓ Major Duties, followed by:
 - Performs Other Duties as Assigned
- ❑ Factor Evaluation System (FES)
 - ✓ Major Duties or Duties, followed by:
 - Performs Other Duties as Assigned
 - ✓ 9 Factors, including the levels and associated points



PD FORMATS Cont...



Federal Wage System (FWS)

- ✓ Major Duties
- ✓ Skills and Knowledge
- ✓ Responsibility
- ✓ Physical Effort
- ✓ Working Conditions



PD FORMATS Cont...

- Based on OPM classification standard used.
 - Narrative GS (Supervisory Controls and Major Duties)
 - Factor Evaluation System (Major Duties plus 9 Factors)
 - Narrative WG (Major Duties plus 4 Factors)
 - GSSG (Major Duties plus 6 Factors)



PD FORMATS Cont...

- Every PD must have (Army requirement):
 - Percentages of time on each Major Duty
 - “Performs other duties as assigned.” statement
- FES and GSSG formats require factor levels, points, total points, and grade-point conversion.



Grading Criteria

Narrative Classification Criteria

Generally two Factors

- Nature of Assignment
- Level of Responsibility

Some have additional factors

-personal contacts, mental demands
-nature and range of assigned cases
- ...control over the work



Grading Criteria Cont...



FES Classification Criteria

- ❑ All factors are the same regardless of occupation
- ❑ Each factor contains two or more levels
- ❑ Each level is assigned points
- ❑ Grade determined by a conversion scale





Grading Criteria Cont...



9 Factors

1. Knowledge Required by the position
2. Supervisory Controls
3. Guidelines
4. Complexity
5. Scope and Effect
6. Personal contacts
7. Purpose of contacts
8. Physical Demands
9. Work Environment



Grading Criteria Cont...

FWS Classification Criteria

- Non-supervisory (no points)
- Leader (no points)
- Supervisor (factors, levels, and points)

Non-supervisory - Four Factors

- Skills and Knowledge
- Responsibility
- Physical Effort
- Working Conditions





Grading Criteria Cont...



Leader – Basically, one grade higher than work led

Supervisor – Three Factors

- Nature of Supervisory Responsibility
- Level of Work Supervised
- Scope of Work Operations Supervised



The Desk Audit



- Universally, desk audits are not the “norm” under the current Human Resources policies.
- Desk audits are **ONLY** conducted:
 - EEO Complaint or Union Grievance
 - OPM mandatory Classification consistency review
 - Negotiated settlement agreement
 - Delegated Classification Authority (DCA) official request