

## Basic Position Classification

**Length:** 5 Days

**Summary:** A 5-day training program focusing on the General Schedule, this training program provides participants with a comprehensive knowledge of fundamental polices, practices, principles, and complex issues addressed in position classification. Topics covered include, the structure and operation of the General Schedule System; the General Schedule Supervisory and General Schedule Leader Guides; development and preparation of position descriptions and evaluation statements; application of various job family standards and classification guides; the classification of mixed series and grade positions; and conduct of desk audits. The course provides foundational knowledge required of today's successful human resources practitioner.

**Objectives:**

- Discuss the Nature of Job Evaluation
- Describe the Structure and Operation of the General Schedule System
- Select and Apply GS Narrative and FES Classification Standards
- Use a Variety of Methods for Occupational and Job Data Collection
- Structure and Critique a Job Audit
- Prepare Position Descriptions in a Variety of Formats
- Prepare Evaluation Statements for a Variety of Situations
- Describe the Classification Appeals Process
- Classify Mixed Positions, Using a Variety of Classification Standards and Guides
- Select and Apply Job-Grading Standards Using the Federal Wage System

---

## COURSE CONTENT

**Day One**

- Introduction to Position Classification in the Federal Government
- Legal framework and regulatory basis
- Current Structure of the General Schedule System
- Components of the General Schedule System
- Position Management and its role in Position Classification
- Definition of Position Management
- The Role of Supervisors in Organization Design and Position Management
- Position Management as it Relates to Other Staff Functions
- General Schedule System – Narrative Standards
- Narrative Classification Standards

- Format of General Schedule Classification Standards
- Classifying Positions Using Narrative Standards/Guides

**Day Two**

- General Schedule System – Factor Evaluation System
- Tools of the FES
- FES Classification Standards
- FES Classification Process
- Classifying Positions Using FES Standards/Guides

### **Day Three**

- General Schedule Leader Grade Evaluation Guide
- Distinction Between Managers, Supervisors and Leaders
- Criteria for Leader Positions
- Overview of GSLGEG
- Application of GSLGEG
- General Schedule Supervisory Guide
- Overview of GSSG
- Application of the GSSG

### **Day Four**

- Mixed Series/Grade Position and Positions for Which There are no Applicable Classification Standards
- Rules and Guidance for Classifying Mixed Series/Grade Positions
- Procedures for Classifying Position for Which There are no Applicable Classification Standards
- Writing Position Descriptions/Evaluation Statements
- OPM's requirements
- Who writes position descriptions
- Contents of a position description
- Purpose of evaluation statements
- Formats and contents of evaluation statements

### **Day Five**

- Classification Appeals
  - What Can and Cannot be Addressed in a Classification Appeal
  - The Classification Appeal Process
  - Desk Audits/Information Gathering
  - How to Prepare and Conduct a Desk Audit
  - Federal Wage System
  - Overview of the Federal Wage System
  - The Approach to Classifying Jobs in the Federal Wage System
- 