COURSE SYLLABUS

Advanced Position Classification Course (Self-Paced)

Enhance your expertise in federal position classification by tackling complex cases and applying advanced techniques.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/advanced-position-classification-course-self-paced



support@graduateschool.edu •
(888) 744-4723

Course Outline

Module 1: Classification References Review

- Review the four primary OPM classification references
- Understand how to use The Classifier's Handbook and Digest of Decisions
- Identify applicable reference sections for complex classification scenarios
- Discuss classification guidance for mixed grade/series and expert positions

Module 2: Advanced Techniques in Classification

- Apply advanced techniques for classifying mixed grade and interdisciplinary positions
- Evaluate positions that exceed standard factor levels using extrapolation and cross-series comparison
- Classify leaders, supervisors, and managers using the GSSG and Leader Guides
- Complete full classification projects and defend decisions using FES evaluation forms

Module 3: Advising Management on Position Classification and Organizational Design

- Shift from compliance to a consulting role in HR classification work
- Apply position management principles for efficient and effective organizational design
- Develop skills in organizational consulting, communication, and influence without authority
- Design and present classification-based organizational structures to management