COURSE SYLLABUS

Advanced Position Classification Course

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-workshop



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Course Outline

Module 1: Classification References Review

- Review the four primary OPM classification references (Introduction to Classification Standards, Classifier's Handbook, Handbook of Occupational Groups and Families, Digest)
- Understand how to use The Classifier's Handbook and Digest of Decisions
- Identify applicable reference sections for complex classification scenarios

Module 2: Advanced Techniques in Classification

- Apply advanced techniques for classifying mixed grade and mixed series 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
- Practice designing organizations and presenting recommendations to management in a capstone exercise