

# AI for Federal HR Classification Course (Self-Paced)

Use AI tools to analyze, draft, refine, and verify federal position classification work while applying human judgment, ethical safeguards, and OPM compliance standards throughout the process.

Group classes in Live Online and onsite training is available for this course. For more information, email [onsite@graduateschool.edu](mailto:onsite@graduateschool.edu) or visit: <https://www.graduateschool.edu/courses/ai-for-federal-hr-classification-course-self-paced>



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## Course Outline

### Module 1: Introduction to AI in Federal HR

- Identify common examples and everyday uses of AI.
- Define what Artificial Intelligence (AI) is.
- Explain, at a basic level, how AI works.
- Apply this knowledge in the introductory exercise “Search vs AI.”

### Module 2: AI Applications in Position Classification

- Explore how AI tools assist in reviewing and classifying federal position descriptions.
- Traditional vs. AI-assisted classification workflows.
- How AI reads and interprets duties, factors, and KSAs.
- Demonstration of an AI model suggesting occupational series and grade levels.
- Ensuring compliance with OPM classification standards.

### Module 3: Ethics, Oversight, and Legal Consideration for AI

- Recognize ethical and legal responsibilities when using AI in federal HR processes.
- Recognize data-privacy and confidentiality requirements when using AI.
- OMB and OPM guidance on federal AI use.
- Recognizing and mitigating bias in AI systems.
- The role of human oversight in AI-supported decisions.

### Module 4: AI in Classification

- Learn effective ways to phrase your chat when requesting a draft position description.
- Identify and address any inconsistencies in the generated results.
- Enhance your request through thoughtful refinement.

- Evaluate and compare the factor levels within the position description.

## **Module 5: Integrating AI Solutions Into a Classification Program**

- Assess current classification processes to identify areas where AI can improve accuracy, consistency, and efficiency.
- Outline how AI-assisted tools will be selected, tested, and implemented, ensuring compliance with Office of Personnel Management (OPM) standards and federal HR policies.
- Incorporate change management strategies, including training staff, addressing concerns, and gradually introducing new technologies to minimize disruption.
- Emphasize stakeholder engagement by detailing methods to communicate with and involve HR professionals, managers, and employees throughout the process to ensure buy-in and successful adoption.
- Use the action plan as a roadmap for transitioning to AI-enhanced classification workflows in a transparent, collaborative, and federally compliant manner.