AI for Federal HR Classification Course

Explore how AI can assist with analyzing position descriptions, ensuring compliance with federal standards, identifying inconsistencies, and streamlining classification decisions.

Group classes in Live Online and onsite training is available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/ai-for-federal-hr-classification

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Course Outline

Module 1: AI Foundations for Federal HR Classification

- What AI is (and what it is not)
- Current trends in AI within federal HR
- Benefits and limitations of AI in classification
- Activity: Quick group discussion on AI use cases classifiers already see in their work

Module 2: AI in Position Description (PD) Development & Review

- Using AI to draft or refine PDs
- AI-assisted keyword and duty analysis for OPM standard alignment
- Spotting redundancies and inconsistencies with AI support
- Activity: Hands-on exercise—AI-assisted PD review

Module 3: Compliance, Oversight, and Ethical Use of AI

- Ensuring alignment with Title 5 and OPM classification standards
- Risks of bias, overreliance, and misinterpretation
- Maintaining classifier accountability and decision authority
- Activity: Case study review of AI outputs for compliance and fairness

Module 4: Practical Applications & Future Readiness

- Integrating AI tools into daily classification workflows
- Balancing efficiency with human expertise
- Preparing for future AI developments in federal HR
- Activity: Scenario-based group exercise—participants use AI support to classify sample positions and compare results