COURSE SYLLABUS

Federal Position Management Course (Self-Paced)

Learn to use position management tools and techniques to optimize organizational performance and address common workforce challenges.

> 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/federal-position-management-course-self-paced



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Course Outline

Module 1: Defining Position Management

- Define position management and its significance in federal HR
- Understand legal foundations, including OMB Circular A-64
- Explore the role of executives, supervisors, and HR in managing positions
- Apply economy, efficiency, and effectiveness in position structuring

Module 2: Position Management Basics

- Link organizational mission to position design
- Examine functional, divisional, matrix, and flat organizational structures
- Balance external forces such as budget, staffing, and workflow
- Use duty assignment patterns: specialist, generalist, team

Module 3: Effective Position Management Planning

- Identify and resolve common position management problems
- Apply a step-by-step position planning process
- Use symptoms and solutions charts to diagnose structural issues
- Define a position's purpose and evaluate position structures

Module 4: Position Management Tools

- Conduct job and task analysis for better position design
- Identify required KSAs/competencies for roles
- Apply classification principles for grade-level accuracy
- Differentiate between mixed-grade and mixed-series positions

Module 5: General Principles and Best Practices

- Apply key principles to avoid fragmentation and unnecessary layering

- Optimize use of supervisors and support staff
- Use span of control and team leader strategies effectively
- Conduct position management reviews and utilize staffing charts

Module 6: Final Exercise

- Analyze and redesign an organizational structure using course tools
- Apply principles learned to a real-world scenario
- Evaluate efficiency, workload distribution, and staff alignment
- Use checklists and planning tools for strategic improvement