COURSE SYLLABUS

Federal Wage System Classification Course (Self-Paced)

Learn the standards and procedures used under the Federal Wage System to classify and grade blue-collar positions using OPM guidance.

> 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-wage-system-classification-course-self-paced



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Course Outline

Module 1: Federal Job Grading System

- Explore the history and purpose of the Federal Wage System (FWS)
- Understand the structure and components of the job grading system
- Compare FWS with the General Schedule classification system
- Review FWS coding plans and pay categories (WG, WL, WS)

Module 2: Job Grading Standards

- Understand the structure and purpose of job grading standards
- Learn the four key grading factors: skill/knowledge, responsibility, physical effort, working conditions
- Analyze standard sections: work covered, not covered, titles, and notes to users

Module 3: Applying Job Grading Standards

- Learn the five-step job grading evaluation method
- Chart and compare job duties against grade-level definitions
- Apply factor-based analysis to determine correct grades

Module 4: Applying Trades Helper and Intermediate Standards

- Identify when to use helper or intermediate standards
- Understand the grading process for developmental positions
- Apply standards to evaluate progression toward journey-level work

Module 5: Applying Wage Leader and Wage Supervisor Standards

- Differentiate roles of managers, supervisors, and leaders in FWS
- Apply criteria for WL and WS job grading standards
- Evaluate supervisory responsibility, level of work, and scope of operations