COURSE SYLLABUS

Intermediate Position Classification Course (Self-Paced)

Enhance your classification expertise by tackling complex federal position evaluations and mastering desk audit 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/intermediate-position-classification-course-self-paced



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Course Outline

Module 1: Review of the Primary References

- Explore four essential OPM classification references
- Understand how to apply these resources in complex classification tasks
- Identify appropriate references based on classification scenarios

Module 2: Mixed Grade/Mixed Series

- Distinguish between mixed-grade and mixed-series classification
- Apply criteria to determine the grade-controlling duties
- Use paramount knowledge and recruitment source principles to classify positions

Module 3: No Directly Applicable Standard

- Understand classification approaches for series with no grade-level criteria
- Apply cross-series comparisons and position flysheets
- Use appropriate standards and judgment for series alignment

Module 4: Grades or Factor Levels that Exceed the Standard

- Recognize when to extend criteria beyond published grade levels
- Use the Primary Standard and FES comparison techniques
- Evaluate unusual or unique positions responsibly

Module 5: Interdisciplinary Positions

- Identify interdisciplinary positions and apply dual-qualification principles
- Understand commonalities in education and experience across series
- Document series options and finalize classification post-selection

Module 6: General Schedule Leaders, Supervisors, and Managers

- Understand the management continuum: leader, supervisor, manager

- Apply the GS Leader Grade Evaluation Guide and Supervisory Guide
- Classify supervisory positions using FES-based evaluation criteria

Module 7: Data Collection and Desk Audits

- Prepare for and conduct desk audits using structured interviews and observations
- Use multiple data sources to determine series and grade
- Develop effective questioning techniques for various classification systems