COURSE SYLLABUS

Position Classification for Supervisors and Administrative Staff Course

Master the principles of federal position classification, including interpreting standards, preparing descriptions, and managing classifications effectively.

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/position-classification-for-supervisors-and-administrative-staff



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Course Outline

Module 1: Introduction to the Federal Classification System

- Understand federal regulations governing position classification
- Describe the four classification systems used in the federal government and the element common to all of them
- Recognize and explain the legal basis and structure of the General Schedule classification system
- Be familiar with the primary classification references that serve as basic tools for the General Schedule system

Module 2: The Factor Evaluation System

- Discuss the components that make up the Factor Evaluation System (FES)
- Apply the procedures used to classify positions using FES standards

Module 3: Position Descriptions

- Discuss the purpose of position descriptions
- Describe the responsibilities in writing position descriptions
- Understand the format requirements of an FES position description

Module 4: Federal Wage System

Discuss the structure and grading procedures of the Federal Wage System (FWS)

Module 5: The Narrative System

Discuss the procedures used to classify positions using narrative standards

Module 6: Other Related Issues (Optional)

- Overview of important information related to:
- General Schedule Leader Grade Evaluation Guide (GSLGEG)
- General Schedule Supervisory Guide (GSSG)
- Fair Labor Standards Act (FLSA)
- Position management

- Federal classification appeals
- Alternative classification systems