COURSE SYLLABUS

Writing Federal Position Descriptions Course (Self-Paced)

Learn how to make effective use of your organization's human resources by planning and describing positions completely and accurately. Include important duties, organizational relationships, and essential knowledge in employee position descriptions (PDs) since PDs form the basis for many HR actions, including compensation, hiring, and RIF. Facilitate the accomplishment of an agency's mission, goals, and objectives at both the macro and micro levels with effective PDs.

> 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/writing-federal-position-descriptions-online



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Course Outline

Module 1: Guidelines for Writing Position Descriptions

- Understand the purpose and importance of accurate position descriptions (PDs).
- Learn what content to include and exclude in a PD.
- Recognize the responsibilities of supervisors, HR staff, and incumbents in drafting PDs.
- Conduct necessary research before writing a PD, using tools like org charts and mission statements.

Module 2: Writing General Schedule Non-Supervisory Position Descriptions

- Learn to write PDs using the Factor Evaluation System (FES) format.
- Break down job duties into major responsibilities and action-based tasks.
- Address nine mandatory factors: knowledge, supervisory controls, guidelines, complexity, and more.
- Distinguish between major and minor duties and how to reflect them in PDs.

Module 3: Writing General Schedule Supervisory Position Descriptions

- Apply six specific supervisory factors from the General Schedule Supervisory Guide (GSSG).
- Write complete supervisory PDs including duties like planning, staffing, and reviewing work.
- Understand the distinction between non-supervisory and supervisory PDs.
- Describe organizational relationships and supervisory authorities clearly.

Module 4: Writing Federal Wage System Position Descriptions

- Use narrative format to write non-supervisory FWS PDs.
- Address four critical grading factors: skill/knowledge, responsibility, physical effort, and working conditions.

- Recognize when supervisory responsibilities apply to FWS PDs.
- Describe physical and environmental elements realistically and legally.

Module 5: Putting It All Together

- Apply skills learned to write complete, compliant PDs using realistic scenarios.
- Review and assess completeness and classification accuracy of sample PDs.
- Ensure alignment across major duties and factor descriptions in sample exercises.