

AI for Federal HR Classification

Group classes in Live Online and onsite training is available for this course. For more information, email onsite@graduateschool.edu or visit: <https://www.graduateschool.edu/courses/ai-for-federal-hr-classification>



CustomerRelations@graduateschool.edu • [\(888\) 744-4723](tel:(888)744-4723)

Course Outline

Module 1: AI Foundations for Federal HR Classification

- What AI is (and what it is not)
- Current trends in AI within federal HR
- Benefits and limitations of AI in classification
- Activity: Quick group discussion on AI use cases classifiers already see in their work

Module 2: AI in Position Description (PD) Development & Review

- Using AI to draft or refine PDs
- AI-assisted keyword and duty analysis for OPM standard alignment
- Spotting redundancies and inconsistencies with AI support
- Activity: Hands-on exercise—AI-assisted PD review

Module 3: Compliance, Oversight, and Ethical Use of AI

- Ensuring alignment with Title 5 and OPM classification standards
- Risks of bias, overreliance, and misinterpretation
- Maintaining classifier accountability and decision authority
- Activity: Case study review of AI outputs for compliance and fairness

Module 4: Practical Applications & Future Readiness

- Integrating AI tools into daily classification workflows
- Balancing efficiency with human expertise
- Preparing for future AI developments in federal HR
- Activity: Scenario-based group exercise—participants use AI support to classify sample positions and compare results