

# Federal Position Management Course

Learn to use position management tools and techniques to optimize organizational performance and address common workforce challenges.

Group classes in Live Online and onsite training is available for this course. For more information, email [onsite@graduateschool.edu](mailto:onsite@graduateschool.edu) or visit: <https://www.graduateschool.edu/courses/federal-position-management>



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## Course Outline

### Module 1: Defining Position Management

- Define position management and its significance in federal HR
- Understand legal foundations, including OMB Circular A-64
- Explore the role of executives, supervisors, and HR in managing positions
- Apply economy, efficiency, and effectiveness in position structuring

### Module 2: Position Management Basics

- Link organizational mission to position design
- Examine functional, divisional, matrix, and flat organizational structures
- Balance external forces such as budget, staffing, and workflow
- Use duty assignment patterns: specialist, generalist, team

### Module 3: Effective Position Management Planning

- Identify and resolve common position management problems
- Apply a step-by-step position planning process
- Use symptoms and solutions charts to diagnose structural issues
- Define a position's purpose and evaluate position structures

### Module 4: Position Management Tools

- Conduct job and task analysis for better position design
- Identify required KSAs/competencies for roles
- Apply classification principles for grade-level accuracy
- Differentiate between mixed-grade and mixed-series positions

### Module 5: General Principles and Best Practices

- Apply key principles to avoid fragmentation and unnecessary layering
- Optimize use of supervisors and support staff
- Use span of control and team leader strategies effectively

- Conduct position management reviews and utilize staffing charts

### **Module 6: Final Exercise**

- Analyze and redesign an organizational structure using course tools
- Apply principles learned to a real-world scenario
- Evaluate efficiency, workload distribution, and staff alignment
- Use checklists and planning tools for strategic improvement