

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



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

Course Outline

Module 1: Understanding Classification Criteria

- Define classification principles and grading terminology
- Explore the structure and purpose of classification standards
- Identify common misconceptions in grading work

Module 2: Factor Evaluation System (FES)

- Break down the nine FES factors and their levels
- Evaluate positions using benchmark descriptions
- Apply point values and determine grade conversion

Module 3: Narrative Grading Criteria

- Interpret narrative classification standards and grade-level guides
- Compare narrative vs. FES approaches
- Determine grade levels based on qualitative descriptors

Module 4: Analyzing Work and Assigning Factor Levels

- Collect and analyze position data from PDs and audits
- Assign appropriate factor levels using standard criteria
- Identify and resolve inconsistencies or missing elements

Module 5: Writing and Documenting Classification Rationale

- Write clear and concise factor-level rationale
- Use proper format for evaluation statements
- Ensure documentation supports grade-level decisions

Module 6: Practical Exercises and Case Study Review

- Apply classification grading to sample positions

- Evaluate example PDs using FES and narrative methods
- Discuss common classification pitfalls and how to avoid them