

**Position Evaluation Report  
Position Number**

**Position Identification:**

Current Title, Pay Plan-Series-Grade, USDA, (ARS/ERS/NASS/CSREES),  
Organizational location, city, state.

**Classification References:**

Cite all classification standards referenced --  
Examples--

- A. OPM Position Classification Standard for the Mathematics Series, GS-1520, (TS-57, June 1965).
- B. OPM Position Classification Standard for the Computer Specialist Series, GS-0334 (TS-106, July 1991).

**Background Information:**

Include any relevant background or historical information.  
Indicate type of audit(s) conducted (employee **and** supervisory or supervisory only).

**Series and Title Determination:**

Provide rationale for selecting the series and title for the position.

**Grade Level Determination:**

Conduct a comparison of major duties, responsibilities, and authorities assigned to the position against grade level criteria in the position classification standard. Briefly identify how the position exceeds the next lower level criteria, meets the identified criteria and does not meet the criteria at the next higher level.

**Final Determination:**

Based on the foregoing evaluation, this position is properly certified as (Title, Series, and Grade.)

\_\_\_\_\_  
Human Resources Specialist

\_\_\_\_\_  
Date

Attachments, if applicable

FES -- Position Evaluation Summary  
GSSG Position Evaluation Summary