# HELPFUL HINTS – QUICKCLASSIFICATION

CREATING POSITION DESCRIPTIONS (PDs) IN QC

There are three different places to create or file a PD:

- **PD Library** – The PD Library is a storage place for standard position descriptions. The standardized PDs in the HHS library are designed to cover common HHS work activities. These job descriptions have been reviewed and pre-classified to ensure that they are accurate as to title, series, and grade. Standard PDs are useful tools that enable supervisors to document quickly many routine and recurring work assignments.

- **PD Archive/Search** – The PD Archive/Search is a storage place for all position descriptions (both classified and non-classified) submitted in the system. Use the PD Archive Search to search for PDs that have been saved in the system, then you can modify them to meet your needs.

- **PD Builder** – The PD Builder is the "Artificial Intelligence" piece of QuickClassification where the user can create a new Position Description from scratch.
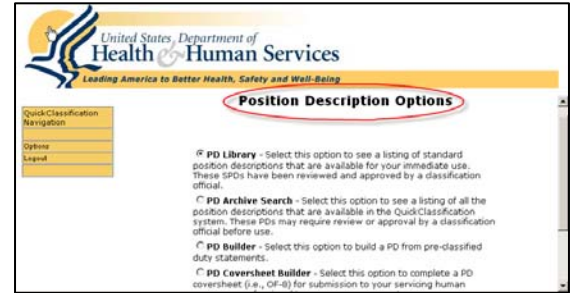
SAVING PDs IN QUICKCLASSIFICATION

When you save a position description in QC, changes can still be made to that PD without generating another PD number. Additionally, this means that others are able to make changes to your PD.

ACCEPTING PDs IN QUICKCLASSIFICATION

When you accept a PD in QC, the PD is now frozen. The only way to change an accepted or frozen PD is to COPY the accepted PD then MODIFY it.

NOTE: Only Accept those PDs that you (the Classifier) are sure are substantial and supportable. If you are starting to work on a PD and are not done and would like to save changes, save them to the system, but do not accept/freeze those PDs.

MAKING MINOR CHANGES? - ADD AN ADDENDUM!

When minor changes such as introductory statements, position location, and other non grade-controlling changes need to be made to a Standard PD from the PD Library, add them as an addendum. It is not necessary to customize a PD when such minor changes are made.

CUSTOMIZING YOUR PD

When you must change a Standard PD to reflect additional grade controlling duties, it is necessary to CUSTOMIZE the actual Standard PD. At this time, you (the Classifier) will be responsible for classifying the newly updated PD yourself.

NOTE: Whether you CUSTOMIZE a Standard PD from the Library, a PD that you built using PD Builder, or a PD obtained from the Archive, you (the Classifier) will be responsible for the classification of that PD and a normal evaluation must be completed.
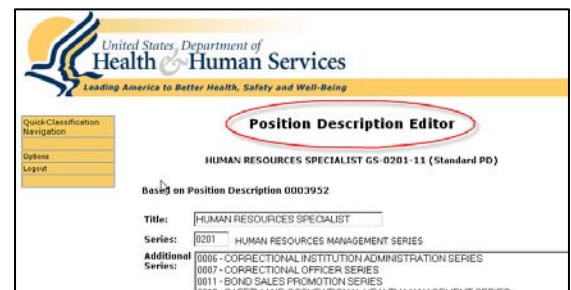
WHEN TO USE EVALUATION STATEMENTS

1. Evaluation Statements are **NOT** required for standard position descriptions that are included in the QuickClassification PD library.
2. Evaluation Statements are **NOT** required for position descriptions that are generated by the PD Builder feature of QuickClassification.
3. Evaluation Statements **ARE** required if a QuickClassification PD (either standard or PD Builder) is used to establish a position above the established NIH career ladder for the occupation.

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4. Evaluation Statements **ARE** required if QuickClassification archived PDs are used. The classification determinations of archived PDs have not been confirmed; therefore, it is the specialist's responsibility to prepare an evaluation statement to accompany an archived PD.
5. Evaluation Statements **ARE** required at the GS-14/15 level even if the PD is obtained from the Standard PD Library. This is to comply with requirements for the classification of GS-14/15 non-scientific positions.

NUMBERING PDS - QC NUMBERING SYSTEM

The QuickClassification Numbering System is a number that will be manually created by the Specialist and must include the following: **NIHIC-JobCode-Fiscal Year-XXX (for example NIHDD-000012-07-000.)**

To obtain the last 3 numbers, refer to the QC PD Builder Log on the Portal in the Classification Community of Practice.
To update/edit the QuickClassification PD Builder Log in the Classification Community of Practice, you must check the box next to that document and click on Web Edit. Make your changes and then save them.

LEGEND FOR THE 2 CHARACTER NIH IC

AA – National Institute on Alcohol Abuse and Alcoholism
AD – National Institute of Allergy and Infectious Disease
AS – National Institute of Arthritis and Musculoskeletal and Skin Diseases
BB – National Institute of Biomedical Imaging and Bioengineering
CA – National Center for Complementary and Alternative Medicine
CC – NIH Clinical Center
CH – National Institute of Child Health and Human Development
CI – National Cancer Institute
DA – National Institute on Drug Abuse
DC – National Institute of Dental and Craniofacial Research
DD – National Institute of Diabetes and Digestive and Kidney Diseases
DS – National Institute of Neurological Disorders and Stroke
EH – National Institute of Environmental Health Sciences

EI – National Eye Institute
FI – John E. Fogarty International Center
GM – National Institute of General Medical Sciences
GP – General Purpose
HD – National Center on Minority Health and Health Disparities
HG – National Human Genome Research Institute
IA – National Institute on Aging
ID – National Institute on Deafness and Other Communication Disorders
IT – Center for Information Technology
LB – National Heart Lung and Blood Institute
LM – National Library of Medicine
MH – National Institute on Mental Health
NR – National Institute of Nursing Research
OD – Office of the Director
OF – Office of Research Facilities Development and Operations
OS – Office of Research Services
RR – National Center for Research Resources
SR – Center for Scientific Review

COVERSHEET/OF-8

The automated OF-8 is to be used when a PD is built from scratch using the PD Builder. After building the new PD, the specialist must create a new Coversheet/OF-8 in the system for the sole purpose of manually inputting the QuickClassification PD Number. This number should be placed in the first block of the automated QuickClassification coversheet entitled "Agency Position Number." The OF-8 generated from QuickClassification will then become an attachment to the PD (in the system) and **NOT** the official coversheet. The hard-copy original OPM version of the OF-8 will be the official coversheet.

• Block 22 of the original OF-8 must indicate the position classification standards used to classify position.
• Where appropriate, Block 24 of the original OF-8 should document that the position description is a standard QuickClassification PD.
• The QuickClassification PD Number should be documented in Block 1 of the hard-copy original OF-8.
• QuickClassification standard PD Library position descriptions include a designated DHHS position number. This number should be documented in Block 1 of the original OF-8.