TIPS ON WRITING POSITION DESCRIPTIONS (PDs) FOR NON-SUPERVISORY GENERAL SCHEDULE (GS) POSITIONS

Non-Supervisory General Schedule (GS) positions

Introduction - a statement of the primary purpose of the position and its relationship to the organization

Major Duties - a statement of the important, regular, and recurring responsibilities assigned to the position

HROM GUIDELINES:

- Be clear, concise, and in your own words
- Between 3 and 5 duties (last duty is "Performs other duties as assigned")
- Between 2 and 4 sentences per duty
- Assign percentage of time spent on each duty
- Total percentage must equal 100%

FACTORS

In your own words, please answer the questions related to the following factors:

1. **Knolwledge Required by the Position**
   - What kind/level of knowledge and skills are needed?
   - How are they used in doing the work?
   - *Ex: Knowledge of (insert a thing) to (insert an action).
2. **Supervisory Controls**
   - How is the work assigned?
   - Any limitations in carrying out assignments?
   - How is work reviewed?
3. **Guidelines**
   - What kind of guidelines are used in doing the work?
   - How much judgment is needed to use them?
4. **Complexity**
   - What actions do the duties involve?
   - What does the employee consider when deciding what needs to be done?
   - How difficult or original are the employee's actions/responses?
5. **Scope & Effect**
   - What is the purpose of the positon's work?
   - What is the impact of the work product?
6. **Personal Contacts**
   - Who are the necessary contacts for the position's function?
7. **Purpose of Contacts**
   - What is the relationship between the position and its contacts?
8. **Physical Demands**
   - What are the special physical demands of the position?
9. **Work Environment**
   - What are the special work environment factors of the position?

> PDs must be accompanied with the following:
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> ✓ OF-8 (coversheet) with appropriate signatures
> ✓ Current organizational charts with title/series/grade of each position in structure
> ✓ Type of security clearance required

Classification standards website: www.opm.gov/fedclass/index.asp