		Classification	
530	What is classification?	Position classification is a process through which Federal jobs (i.e., positions) are assigned to a pay system, series, title, and grade or band, based on consistent application of position classification standards.	
530	What is a position classification standard?	Position classification standards encourage uniformity and equity in the classification of positions by providing a common reference across organizations, locations, and agencies. Classification standards may cover one or many occupations. They usually include a description of the work performed; official titles; and criteria for determining grades.	
530		Classification flysheets describe the work, but refer the user to other standards or guides for grading guidance. Some broad standards are issued as "functional guides" and provide criteria for determining the grade level of work in multiple occupations.	
530		Position classification standards and guidance covering most Federal positions are accessible on the internet at: http://www.opm.gov/fedclass/index.asp for white collar positions, and http://www.opm.gov/fedclass/html/fwsdocs.asp for trades, craft, and labor positions.	http://www.opm.g ov/fedclass/index. asp and http://www.opm.g ov/fedclass/html/f wsdocs.asp
530	What is a position description?	A position description or "PD" is a statement of the major duties, responsibilities, and supervisory relationships of a position. In its simplest form, a PD indicates the work to be performed by the position. The purpose of a PD is to document the major duties and responsibilities of a position, not to spell out in detail every possible activity during the work day. Any time a federal employee moves from one position to another, whether by promotion, reassignment, new hire, etc. they must be provided a copy of the PD for their current position.	
530	Does OPM maintain sample position descriptions (PDs) on its website?	OPM does not maintain a library of position descriptions. Please check with your servicing human resources office for position descriptions within your agency.	
530	Are classificaiton and qualifications the same thing?	"Classification" and "qualifications" are often confused; however, each has its own distinct function.	
530		Classification pertains to a position or job and the evaluation process that determines the appropriate pay system, occupational series, title, and grade/pay band.	
530		Qualifications pertain to a person and describe the knowledge skills and/or abilities a person must have to be successful in a particular occupation.	
530		OPM publishes minimum qualifications for white collar jobs in the Federal service in the Operating Manual: Qualifications Standards for General Schedule Positions. For trades, craft, and labor positions, refer to The Job Qualifications System for Trades and Labor Occupations. HR specialists use these manuals to evaluate applicants for vacant positions in the Federal service.	http://www.opm.g ov/qualifications/i ndex.asp and http://www.opm.g ov/qualifications/ X-118C/index.asp
530	Does a PD contain all the duties that an employee is expected to perform?	Major duties (accounting for at least 25% of an employee's work) represent the primary reason for a position's existence, and these will govern the position's qualification requirements. Typically, they occupy most of the employee's time and are those most highlighted within a PD.	

E00		However, it is understand that there exists a degree of fluidity	
530		However, it is understood that there exists a degree of fluidity with most federal positions where certain duties can slowly evolve or appear/disappear over time which may not have any significant impact on the position's grade, title, or occupational series. Therefore, all duties may not be included in an employee's PD, but a statement to the effect of "other duties as assigned" is provided to account for unforeseen assigned work.	
530	Who creates PDs and how are they created?	Since a supervisor determines work assignments for employees he/she supervises, it follows that he/she should have responsibility for ensuring that job descriptions accurately describe the duties and responsibilities required and performed.	
530		A PD is adequate when it contains sufficient information to determine the title, series and grade of the position. Essential elements include:	
530		Major duties that show the knowledge, skill and ability required to perform significant tasks of the job.	
530		An unnumbered statement at the end of major duties: "Performs other duties as assigned." This makes it clear that the assignment of duties to employees is not limited by the content of the position description. However, supervisors should avoid assigning employees incidental duties that are inappropriate to their positions and qualifications.	
530		PD's are written in several formats depending on the type of position. PDs must be prepared in the format of the standard used to evaluate the grade controlling work. The following provides information on the various formats in use.	
530		A. SUPERVISORY:	
530		1. Introduction	
530		2. Major Duties	
530		3. Factor Evaluation:	
530		§ Factor 1. Program Scope and Effect	
530		§ Factor 2. Organizational Setting	
530		§ Factor 3. Supervisory and Managerial Authority Exercised	
530		§ Factor 4. Personal Contacts	
530		§ Factor 5. Difficulty of Typical Work Directed	
530		§ Factor 6. Other Conditions	
530		B. NONSUPERVISORY - FACTOR EVALUATION SYSTEM (FES):	
530		Introduction	
530		2. Major Duties	
530		3. Factor Evaluation	
530		§ Factor 1. Knowledge Required by the Position	
530		§ Factor 2. Supervisory Controls	
530		§ Factor 3. Guidelines	
530		§ Factor 4. Complexity	
530		§ Factor 5. Scope and Effect	
530		§ Factor 6. Personal Contacts	
530		§ Factor 7. Purpose of Contacts	
530		§ Factor 8. Physical Demands	
530		§ Factor 9. Work Environment	
530		FEDERAL WAGE SYSTEM:	

530		§ I. Supervisory Controls	
530		§ II. Introduction	
530		§ III. Duties and Responsibilities	
530		§ IV. Work Environment	
530		§ V. Physical Demands	
530		V1. Evaluation (type of evaluation varies with classification standard used)	
530		For more information on these formats, please contact your servicing Human Resources Office or review the information and materials available at the Office of Personnel Management's website (http://www.opm.gov/fedclass/html/gsseries.asp).	http://www.opm.g ov/fedclass/html/g sseries.asp
530	What do I do if I disagree with how my position (PD) has been classified (i.e., I believe my PD should be in a different series or should be assigned a higher grade level)?	: If an employee feels that their PD has been classified inaccurately, they may file a classification appeal. A classification appeal is a written request by an employee for their agency, department, or OPM to review his/her classification. Issues which may be appealed include the pay system, occupational series, grade, and official position title. Employees considering the appeal process should review the applicable information at http://www.opm.gov/classapp. A typical response to such an internal appeal is the application of the desk audit process (see follow up question).	http://www.opm.g ov/classapp
530		Employees should discuss any discrepancies with their supervisor before requesting a review at higher organizational levels. The processes in place for filing classification appeals vary within DOI from Bureau to Bureau. Please contact your servicing Human Resources Office for information on the appropriate policy for your office.	
530		Remember, while some appeals may result in a position being classified to a higher grade, others may result in grades remaining the same, being classified lower, or being placed in a different pay system.	
530	What is a desk audit?	A desk audit is an evaluation of a particular position within a federal agency for the purpose of determining whether the stated duties and responsibilities of a previously classified PD still correspond to the actual job being performed (i.e., correct position classification and assigned grade level). A desk audit primarily looks at current work assignments and duties with input by both the employee within the position and the employee's supervisor. Desk audits are performed by the employee's servicing Human Resources Office.	
530	How are supervisory positions classified?	A position which has been identified as "supervisory" is typically classified by applying the General Schedule Supervisory Guide, online at http://www.opm.gov/fedclass/gssg.pdf. This guide can be used to evaluate the grade level of General Schedule supervisory positions, regardless of the occupation.	http://www.opm.g ov/fedclass/gssg. pdf
530	What is the Federal Wage System (FWS)?	In November of 1965, Federal departments and agencies along with the Civil Service Commission (now the Office of Personnel Management (OPM)) developed a coordinated wage system for Federal employees in trades and labor occupations. It is called the Federal Wage System (FWS).	

530		The nonsupervisory structure of the FWS has 15 grades. To	Key ranking jobs
		establish a framework, OPM determined the relationships among certain key ranking jobs. The descriptions of these key jobs serve as grade-level "peg-points" for the 15-grade structure. They reflect the relative worth of different key lines of work and levels within lines of work, and control the alignment of grade levels in all nonsupervisory job grading standards. Key ranking jobs are not job grading standards and are not to be used to make final grade decisions for jobs. However, they can be used as a guide.	
530		The coding plan in the FWS provides an orderly method for identifying jobs. The system uses a combination of letters and numbers to indicate pay categories, job family and occupation, and grade level. The pay category indicates the type of job and specific wage schedule from which the job is paid. Pay category is identified by a two letter prefix to the code for job family and occupation. The designations for regular schedule jobs are:	
530		WG - Wage Grade (Nonsupervisory)	
530		WL - Leader positions	
530		WS - Supervisors	
530	Where can I learn more about the classification process?	The Office of Personnel Management (OPM) classification website includes many useful documents, including the following handbooks:	
530		Handbook of Occupational Groups and Families	
530		Introduction to the Position Classification Standards	
530		The Classifier's Handbook	
530		Introduction to the FWS Job Grading System	
530		Additionally, your agency human resources office can answer most of your classification inquiries.	
530	What does my occupational series mean?	The occupational series is a 4 digit numerical representation of specific occupations or specialized lines of work possessing identical qualification requirements. Series are designated by a title and number such as the Accounting Series, GS-0510; the Secretary Series, GS-0318; or the Information Technology Series, GS-2210.	
530	Where can I find my current (or past) series and grade?	The Standard Form 50 (SF-50), Notification of Personnel Action, contains your series, grade, and other information useful to you or required if applying for reinstatement. Refer to box 9 and/or 17 for the series or "Occ. Code." Box 10 and/or 18 provides the grade.	
530		If you do not have a copy of your last SF-50, you can obtain it by accessing your personnel records online via eOPF. The eOPF site is located at https://eopf.nbc.gov/doi/, and it is recommended that you bookmark this page for future reference. You are encouraged to establish your User ID and password as soon as possible by accessing the site and using the links for "Forgot Your eOPF ID" and "New User – Request Password."	https://eopf.nbc.g ov/doi/
530	I work for Bureau that uses pay bands instead of grades; what should I put for "grade" when applying for another Federal job?	Contact the hiring agency for guidance on providing this information. Typically, the hiring agency will accept your band in place of grade in the application process. Your band will be noted on your SF-50 in block 10 and/or 18. If you do not have a copy of your most recent SF-50, please contact your servicing human resources office.	