COURSE SYLLABUS

AI for Federal HR Classification

Explore how AI can assist with analyzing position descriptions, ensuring compliance with federal standards, identifying inconsistencies, and streamlining classification decisions.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://sdfm.graduateschool.edu/courses/ai-for-federal-hr-classification



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Course Outline

Module 1: Introduction to AI in Federal HR

- Identify common examples and everyday uses of AI.
- Define what Artificial Intelligence (AI) is.
- Explain, at a basic level, how AI works.
- Apply this knowledge in the introductory exercise “Search vs AI.”

Module 2: AI Applications in Position Classification

- Explore how AI tools assist in reviewing and classifying federal position descriptions.
- Traditional vs. AI-assisted classification workflows.
- How AI reads and interprets duties, factors, and KSAs.
- Demonstration of an AI model suggesting occupational series and grade levels.
- Ensuring compliance with OPM classification standards.

Module 3: Ethics, Oversight, and Legal Consideration for AI

- Recognize ethical and legal responsibilities when using AI in federal HR processes.
- Recognize data-privacy and confidentiality requirements when using AI.
- OMB and OPM guidance on federal AI use.
- Recognizing and mitigating bias in AI systems.
- The role of human oversight in AI-supported decisions.

Module 4: AI in Classification

- Learn effective ways to phrase your chat when requesting a draft position description.
- Identify and address any inconsistencies in the generated results.
- Enhance your request through thoughtful refinement.
- Evaluate and compare the factor levels within the position description.

Module 5: Integrating AI Solutions Into a Classification Program

- Assess current classification processes to identify areas where AI can improve accuracy, consistency, and efficiency.

- Outline how AI-assisted tools will be selected, tested, and implemented, ensuring compliance with Office of Personnel Management (OPM) standards and federal HR policies.
- Incorporate change management strategies, including training staff, addressing concerns, and gradually introducing new technologies to minimize disruption.
- Emphasize stakeholder engagement by detailing methods to communicate with and involve HR professionals, managers, and employees throughout the process to ensure buy-in and successful adoption.
- Use the action plan as a roadmap for transitioning to AI-enhanced classification workflows in a transparent, collaborative, and federally compliant manner.