COURSE SYLLABUS

Classification Refresher Course

Refresh classification fundamentals and tackle more advanced issues through guided practice and sample exercises.

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/classification-refresher



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Course Outline

Module 1: Applying the Factor Evaluation System (FES) & Narrative System

- Review GS structure, key OPM references, and how FES and narrative systems differ.
- Apply the nine FES factors, primary standard, and job family/occupational standards.
- Follow step-by-step FES procedures to assign factor levels, total points, and convert to grade.
- Recognize narrative factors and when to use narrative standards instead of FES.

Module 2: Writing Evaluation Statements

- Understand when evaluation statements are required and their purpose.
- Use the standard format: references, background, series/title, grade analysis, conclusion.
- Document factor/grade determinations with comparisons and representative examples.
- Produce defensible write-ups that support final pay plan, series, title, and grade.

Module 3: Position Descriptions (PDs) & Statements of Difference (SoD)

- Define OPM's "standard of adequacy" for PDs and essential PD components.
- Explain SoDs, when to use them, and how they relate to developmental/target PDs.
- Align SoDs with staffing: job analyses, grade-specific KSAs, and recruitment implications.

Module 4: General Schedule Leader Grade Evaluation Guide (GSLGEG)

- Identify coverage and applicability for work leaders/team leaders.
- Apply Parts I and II procedures to evaluate leader duties and determine grade.
- Translate guide criteria into proper titles, series, and grades for leader positions.

Module 5: General Schedule Supervisory Guide (GSSG)

- Understand coverage, format, and the six supervisory factors.
- Evaluate program scope, complexity, and supervisory authorities to assign factor levels.
- Convert factor levels to supervisory grades and document determinations.

Module 6: Classification Issues & Pitfalls

- Discuss current agency challenges and common errors that affect equity and consistency.

- Strengthen documentation practices, precedent use, and quality control checks.
- Surface unresolved topics for targeted discussion and follow-up.

Module 7: Applying What You've Learned

- Complete hands-on projects using FES procedures and the GSSG.
- Draft PDs and evaluation statements; refine with peer and instructor feedback.
- Use checklists to QA your work and prepare final classification packages.