Intermediate Position Classification Course

Enhance your classification expertise by tackling complex federal position evaluations and mastering desk audit techniques.

Group classes in Live Online and onsite training is available for this course. For more information, email onsite@graduateschool.edu or visit: https://sdfm.graduateschool.edu/courses/intermediate-position-classification

CustomerRelations@graduateschool.edu • (888) 744-4723

Course Outline

Module 1: Review of the Primary References
- Explore four essential OPM classification references
- Understand how to apply these resources in complex classification tasks
- Identify appropriate references based on classification scenarios

Module 2: Mixed Grade/Mixed Series
- Distinguish between mixed-grade and mixed-series classification
- Apply criteria to determine the grade-controlling duties
- Use paramount knowledge and recruitment source principles to classify positions

Module 3: No Directly Applicable Standard
- Understand classification approaches for series with no grade-level criteria
- Apply cross-series comparisons and position flysheets
- Use appropriate standards and judgment for series alignment

Module 4: Grades or Factor Levels that Exceed the Standard
- Recognize when to extend criteria beyond published grade levels
- Use the Primary Standard and FES comparison techniques
- Evaluate unusual or unique positions responsibly

Module 5: Interdisciplinary Positions
- Identify interdisciplinary positions and apply dual-qualification principles
- Understand commonalities in education and experience across series
- Document series options and finalize classification post-selection

Module 6: General Schedule Leaders, Supervisors, and Managers
- Understand the management continuum: leader, supervisor, manager

- Apply the GS Leader Grade Evaluation Guide and Supervisory Guide
- Classify supervisory positions using FES-based evaluation criteria

Module 7: Data Collection and Desk Audits

- Prepare for and conduct desk audits using structured interviews and observations
- Use multiple data sources to determine series and grade
- Develop effective questioning techniques for various classification systems