COURSE SYLLABUS

Writing Federal Position Descriptions Course

Learn to create accurate and comprehensive federal position descriptions that align with organizational goals and HR requirements.

> 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/writing-federal-position-descriptions

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Course Outline

Module 1: Guidelines for Writing Position Descriptions

- Understand the purpose and importance of accurate position descriptions (PDs).
- Learn what content to include and exclude in a PD.
- Recognize the responsibilities of supervisors, HR staff, and incumbents in drafting PDs.
- Conduct necessary research before writing a PD, using tools like org charts and mission statements.

Module 2: Writing General Schedule Non-Supervisory Position Descriptions

- Learn to write PDs using the Factor Evaluation System (FES) format.
- Break down job duties into major responsibilities and action-based tasks.
- Address nine mandatory factors: knowledge, supervisory controls, guidelines, complexity, and more.
- Distinguish between major and minor duties and how to reflect them in PDs.

Module 3: Writing General Schedule Supervisory Position Descriptions

- Apply six specific supervisory factors from the General Schedule Supervisory Guide (GSSG).
- Write complete supervisory PDs including duties like planning, staffing, and reviewing work.
- Understand the distinction between non-supervisory and supervisory PDs.
- Describe organizational relationships and supervisory authorities clearly.

Module 4: Writing Federal Wage System Position Descriptions

- Use narrative format to write non-supervisory FWS PDs.
- Address four critical grading factors: skill/knowledge, responsibility, physical effort, and working conditions.
- Recognize when supervisory responsibilities apply to FWS PDs.
- Describe physical and environmental elements realistically and legally.

Module 5: Putting It All Together

- Apply skills learned to write complete, compliant PDs using realistic scenarios.

- Review and assess completeness and classification accuracy of sample PDs.
- Ensure alignment across major duties and factor descriptions in sample exercises.