

TIPS ON WRITING POSITION DESCRIPTIONS (PDs) FOR GS AND FWS POSITIONS

Format of Nonsupervisory General Schedule (GS) Positions	Format of Supervisory and Managerial General Schedule (GS) Positions	Format of Federal Wage System (FWS) Positions																																																
<ul style="list-style-type: none"> ✓ Written in Factor Evaluation System (FES) format ✓ Nine factors (see below) with subfactors 	<ul style="list-style-type: none"> ✓ Written in supervisory FES format ✓ Six factors (see below) with subfactors ✓ If proposed grade may be based on nonsupervisory work, PD should be submitted with the 9 FES factors AND the 6 supervisory FES factors 	<ul style="list-style-type: none"> ✓ Written in FWS format ✓ Four factors (see below) with subfactors ✓ Applies to Wage Grade (WG), Wage Leaders (WL), and Wage Supervisor (WS) positions 																																																
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- ❖ All PDs must have an OF 8 (coversheet) with signatures
- ❖ All PDs must have an organizational chart attached
- ❖ Factor levels and points should be assigned to all proposed PDs
- ❖ Major Duties should reflect percentages of time that the incumbent is required to perform the assigned duties
 - “Other duties as assigned” should be added under this section of PD
- ❖ Grade controlling duties are 25% or more
- ❖ Percentages under Major Duties must total 100%
- ❖ The information supplied under each factor must be supported in the Major Duties
- ❖ Additional position requirements should be listed at end of PD, e.g.:
 - Percentage of temporary duty (TDY) and other travel requirements
 - Uncommon tours of duty
 - Type of security clearance required
 - Certifications/license requirements
 - Physicals/drug testing requirements

Classification standards website: www.opm.gov/fedclass/index.asp