

## TIPS ON WRITING POSITION DESCRIPTIONS (PDs) FOR SUPERVISORY GENERAL SCHEDULE (GS) POSITIONS

### Supervisory General Schedule (GS) positions

**Introduction** - a statement of the primary purpose of the position and its relationship to the organization

**Major Duties** - a statement of the important, regular, and recurring responsibilities and responsibilities assigned to the position

HRM Guidelines:

- Be clear, concise, and in your own words
- Between 3 and 5 duties (last duty is "Performs other duties as assigned")
- Between 2 and 4 sentences per duty
- Assign percentage of time spent on each duty (Major Duty 25% or more)
- Total percentage must equal 100%

### FACTORS

In your own words, please answer the questions related to the following factors:

#### 1. Scope

- What is the program the position directs?
- What is the work directed, products produced, or services delivered?

#### Effect

- What is the impact of the work, the products, and/or the programs?

#### 2. Organizational Setting

- Who is this position's supervisor (title & organization directed)?
- Who is this position's supervisor's supervisor (title & organization directed)?

#### 3. Supervisory & Managerial Authority Exercised

- Describe the supervisory & managerial responsibilities of the position?

#### 4. A. Nature of Contacts

- Who are the necessary contacts for the position's function?

#### B. Purpose of Contacts

- What is the relationship between the position and its contacts?
- Describe the purpose of these contacts?

#### 5. Difficulty of Typical Work Directed

- What grade level is most typical of the organization/unit directed?

#### 6. Other Conditions

- What other conditions contribute to the difficulty and complexity of carrying out supervisory responsibilities?

PDs must be accompanied with the following:

- ✓ OF-8 (coversheet) with appropriate signatures
- ✓ Current organizational charts with title/series/grade of each position in structure
- ✓ Type of security clearance required