

**Non-supervisory Position Description**

**TITLE**  
**(ORGANIZATIONAL TITLE IF APPROPRIATE)**  
**GS-XXXX-XX**  
**PD# XXXXX**

**INTRODUCTION** – (1 – 2 paragraphs max.)

- Describe where the position is located organizationally and summarize what that organization is about – mission, goals, etc.
- Add 1 – 2 sentences to briefly summarize the purpose of the position being created and how it relates to the mission of the office to which it is assigned. Why does this position exist? How does it fit into the organization?

**MAJOR DUTIES AND RESPONSIBILITIES** – *This is the most important piece of the entire PD and where your input and detail are critical. Follow the guidance to ensure you have complete descriptions of the duties the position performs.*

- Describe all the duties the position performs 25% or more of the time, and provide specifics so it is clear what all the duties entail. Place the duties in order from most important to least important. If there are some duties (e.g. acting duties) that rarely occur, but are very significant, add at the end.
- Write the duty statements in PD format: Action verb + To Whom or What (Direct Object) + To Produce What or Why? How?

**FACTOR LEVEL DESCRIPTIONS**

**FACTOR 1 – KNOWLEDGE REQUIRED BY THE POSITION**

- What kind of competencies, knowledges and skills are needed to perform the major duties of the job?
  - List what is needed to be able to perform at the acceptable level.
- How are the competencies, etc. used in doing the work?
  - Describe generally how that competency will be used to accomplish the work.
- Combine 1 and 2 to create the needed statements for Factor 1.

**FACTOR 2 – SUPERVISORY CONTROLS**

- Who does the person report to?
- How is the work assigned?
- What level of independence does the employee have to perform the work?
- How is the work reviewed?

**FACTOR 3 – GUIDELINES**

- What are the regularly used regulations, policies, reference materials, handbooks, etc. used by the employee to perform the duties of the job?
- How does the employee use these guidelines?
- What level of interpretation does the employee use to apply these guidelines to their work?

#### **FACTOR 4 – COMPLEXITY**

- In general, how complex is the work? Summarize what the work consists of in challenges faced on a regular basis.
- Does top agency management recognize the employee as a technical expert?
- What conditions does the employee consider to accomplish all the major duties of the job? How does the employee approach the challenges of the job?
- Overall, describe the following factors: nature of the work performed, identifying what needs to be done, difficulty and originality.

#### **FACTOR 5 – SCOPE AND EFFECT**

- Describe Purpose of the work. Consider what you need as end results performed by this job. What is the ultimate goal for this position to accomplish?
- Describe Impact of the work. The results expected of the employee, what is the kind of impact upon the office, agency, country, international?

#### **FACTOR 6 – PERSONAL CONTACTS**

- Who are the employee's regular contacts in general terms? (Regular = 25% or more of their time)
- What is typically the setting of these contacts? Where do they meet, informal/formal setting, etc.?

#### **FACTOR 7 – PURPOSE OF CONTACTS**

- Why do you meet with your contacts in general terms?
- Is it to exchange information, answer questions, collaborate to solve problems, persuade other views?
- Do they often deal with individuals who are indifferent or opposed to the work being done by the employee?

#### **FACTOR 8 – PHYSICAL DEMANDS**

- Use the following: The work is generally sedentary and there are no special physical demands required to perform the work.
- If there are special physical demands, provide the details as to what they are.

#### **FACTOR 9 – WORK ENVIRONMENT**

- Use the following: The work is performed in an office that is adequately lighted and climate controlled.
- Add one of the following if travel is or may be required more often than once per quarter:
  - Occasional travel may be required.
  - Frequent travel is required at least [insert %]% of time.

## **Supervisory Position Description**

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**GS-XXXX-XX**  
**PD# XXXXX**

**INTRODUCTION** – *Follow the 2 steps in creating the introduction of the PD. (1 – 2 paragraphs max.)*

- Describe where the position is located organizationally and summarize what that organization is about – mission, goals, etc.
- Add 1 – 2 sentences to briefly summarize the purpose of the position being created and how it relates to the mission of the office to which it is assigned. Why does this position exist? How does it fit into the organization?

**MAJOR DUTIES AND RESPONSIBILITIES**– *This is the most important piece of the entire PD and where your input is most important. Follow the guidance to ensure you have complete descriptions of the duties the position performs.*

- Describe all the duties the position performs 25% or more of the time, and provide specifics so it is clear what all the duties entail. Place the duties in order from most important to least important. If there are some duties (e.g. acting duties) that rarely occur, but are very significant, add at the end.
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## **FACTOR LEVEL DESCRIPTIONS**

### **FACTOR 1 – PROGRAM SCOPE AND EFFECT**

- What is the scope of the work directed/supervised? Explain what work the supervisor oversees and its general complexity and breadth of the program/function overseen, the products produced, and/or the services delivered.
- Overall, the work that is directed/supervised, what kind of impact does it have to the organization, geographical area, or entities outside of the agency?

### **FACTOR 2 – ORGANIZATIONAL SETTING**

- What position exactly does this position report to? What is the grade level of that position? The position it reports to, how many levels is it from the first SES position in the chain of command?

### **FACTOR 3 – SUPERVISORY AND MANAGERIAL AUTHORITY EXERCISED**

- Select the following duties this position performs and has the authority to exercise:
  - Plan work to be accomplished by subordinates, set and adjust short-term priorities, and prepare schedules for completion of work;
  - Assign work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of employees;
  - Evaluate work performance of subordinates;

**HANDOUT #1:****POSITION DESCRIPTION TEMPLATE/CHEATSHEET**

- Give advice, counsel, or instruction to employees on both work and administrative matters;
- Interview candidates for positions in the unit; recommend appointment, promotion, or reassignment to such positions;
- Hear and resolve complaints from employees, referring group grievances and more serious unresolved complaints to a higher level supervisor or manager;
- Effect minor disciplinary measures, such as warnings and reprimands, recommending other action in more serious cases;
- Identify developmental and training needs of employees, providing or arranging for needed development and training;
- Find ways to improve production or increase the quality of the work directed;
- Develop performance standards.
- Using any of the following to direct, coordinate, or oversee work: supervisors, leaders, team chiefs, group coordinators, committee chairs, or comparable personnel; and/or providing similar oversight of contractors;
- Exercising significant responsibilities in dealing with officials of other units or organizations, or in advising management officials of higher rank;
- Assuring reasonable equity (among units, groups, teams, projects, etc.) of performance standards and rating techniques developed by subordinates or assuring comparable equity in the assessment by subordinates of the adequacy of contractor capabilities or of contractor completed work;
- Direction of a program or major program segment with significant resources (e.g., one at a multimillion dollar level of annual resources);
- Making decisions on work problems presented by subordinate supervisors, team leaders, or similar personnel, or by contractors;
- Evaluating subordinate supervisors or leaders and serving as the reviewing official on evaluations of nonsupervisory employees rated by subordinate supervisors;
- Making or approving selections for subordinate nonsupervisory positions;
- Recommending selections for subordinate supervisory positions and for work leader, group leader, or project director positions responsible for coordinating the work of others, and similar positions;
- Hearing and resolving group grievances or serious employee complaints;
- Reviewing and approving serious disciplinary actions (e.g., suspensions) involving nonsupervisory subordinates;
- Making decisions on nonroutine, costly, or controversial training needs and training requests related to employees of the unit;
- Determining whether contractor performed work meets standards of adequacy necessary for authorization of payment;
- Approving expenses comparable to within-grade increases, extensive overtime, and employee travel;
- Recommending awards or bonuses for nonsupervisory personnel and changes in position classification, subject to approval by higher level officials, supervisors, or others;
- Finding and implementing ways to eliminate or reduce significant bottlenecks and barriers to production, promote team building, or improve business practices.

**HANDOUT #1:****POSITION DESCRIPTION TEMPLATE/CHEATSHEET**

- Does the position have managerial authority to set a series of annual, multiyear, or other long-range work plans? Does the position have the authority to approve these plans of subordinate managers?
- Does the position have managerial authority over multiple program segments (separate branches, divisions, office lines)?

**FACTOR 4 – PERSONAL CONTACTS**

- Who are the employee's regular contacts in general terms? (Regular = 25% or more of their time)
- What is typically the setting of these contacts? Where do they meet, informal/formal setting, etc.?
- Why do you meet with your contacts in general terms?
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**FACTOR 5 – DIFFICULTY OF TYPICAL WORK DIRECTED**

- Of all the positions that report to this position, what are the mission-oriented non-supervisory positions overseen by this position?

**FACTOR 6 – OTHER CONDITIONS**

- What types of work is supervised – clerical, technician, professional, analytical, scientific?
- Out of the types of work that are supervised, what is the most difficult work supervised? Does the position directly supervise this work or through subordinate supervisors?
- How does the supervisor coordinate the work?
- Is the work supervised physically dispersed in different parts of the country?