**HOW TO WRITE A POSITION DESCRIPTION (PD)**

The supervisor determines an employee’s work assignments and is therefore, responsible for ensuring that a PD accurately describe the duties and responsibilities an employee is required to perform. A PD describes the major duties and responsibilities of the position. When writing a PD, it is sometimes easier to start by making a list of all the tasks that the incumbent will perform. Once the list is complete, group all like tasks together to equal a duty. In some cases a duty may be composed of only one or two tasks.

Position classification can be made difficult due to the numerous positions series and classification standards. However, the majority of PDs share common elements. Review the links below while you are writing or editing a PD to ensure all elements are covered in the draft PD. This will help ensure timely completion of the classification process.

1. Things to consider
2. Position Description Formats
3. GS Factor Evaluation System (FES)
4. GS Supervisory Factors
5. Federal Wage System Positions
6. FWS Supervisory PD Format
7. Create Position Review or Position Establish RPA