2.)

**POSITION DESCRIPTION FORMATS**

**General Schedule Positions**

* The General Schedule (GS) classification and pay system covers the majority of civilian white-collar federal employees in professional, technical, administrative, and clerical positions.
* The PD should be written in the format prescribed by the standard used to grade the position.
* The format varies depending on the classification standard or guide used to grade the position.
* There are three major formats for writing a position description classified under the GS System.
* Supervisors should consult with their CSA or HR Specialist to ensure that the PD is developed in the correct format, to avoid multiple rewrites.

**General Schedule Supervisory Guide Format**

* The *General Schedule Supervisory Guide (GSSG)* covers all supervisory GS positions grades 6 through 15 whose primary functions are to provide both technical and administrative supervision to subordinate Federal government employees or military members at least 25% of the work time;
* The GSSG also covers managerial positions as long as the managerial and supervisory duties encompass 25% of the employees’ work time;
* It is a point-based system with six factors;
* The PD first describes the MAJOR DUTIES and then addresses each of the factors;
* To ensure the correct classification, when developing a GS supervisory PD, it is strongly recommended (and a best practice) to include both the supervisory factors (six factors) and the FES factors (or other narrative factors) based on the non-supervisory duties.

**Narrative Format**

The PD for this format is written in a narrative or descriptive style. It normally includes four different kinds of information, but is dependent on the classification standard that covers the position.

* *Introduction* - a statement of the primary purpose of the position and its relationship to the organization;
* *Major Duties and Responsibilities* - a statement of the important, regular, and recurring duties and responsibilities assigned to the position;
* *Supervisory Controls Over the Position* - a statement of how the work is assigned, the kind of supervision and guidance received, and the kind of review given to work in process or upon completion; and
* *Special Qualification Requirements* - a statement of any valid knowledge, skill, education, certification, etc., required by the position if it is not readily apparent from reading the description, such as level of typing skill, foreign language proficiency, or licensure.

Always include any other special conditions of employment required for the position *e.g.,* Top Secret Clearance, a drug testing requirement, a travel requirement, unusual tour of duty.

Position descriptions must conform to the format and content of the Standards issued by the Office of Personnel Management. This format is as follows:

**PERFORMS OTHER RELATED DUTIES AS ASSIGNED**

The question of whether supervisors have the right to assign employees to tasks not included on the job description is continually posed by both supervisors and their subordinates.

“Performs Other Related Duties As Assigned” is a statement in job descriptions to make the point that the assignment of duties to the employee is NOT limited to the content of the major duties. Supervisors have full authority to make duty assignments as they see fit within their operation. However, all such assignments should be reasonably related to the employee’s job description.