(Item 3 from link How to Write a PD)

Writing Position Descriptions for 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

Guidelines for drafting:

* Be clear, concise, and in your own words
* Between 3 and 5 duties
* Assign percentage of time spent on each duty (Major Duty 25% or more)
* Total percentage must equal 100%

SUPERVISORY 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?
1. Organizational Setting
* Who is this position’s supervisor (title & organization directed)?
* Who is this position’s supervisor’s supervisor (title & organization directed)?
1. Supervisory & Managerial Authority Exercised
* Describe the supervisory & managerial responsibilities of the position? (See pp. 15-18 of GS Supervisory Guide for additional info.)
1. 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?
1. 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?