**(Item 4 from link How to Write a PD)**

**Federal Wage System Positions (4 Factors)**

This format covers all Federal Wage System non-supervisory positions grades 1 through 15. The PD first describes the MAJOR DUTIES and then addresses four factors identified below.

1. Major Duties

Each major duty should describe:

* The work to be performed
* The procedures involved in performing the work
* The proportion of time spent on each major duty (usually 25% or more of the time)?

2. Performs Other Duties as Assigned

* It is strongly recommended to place this statement at the end of the Major Duties.

3. Are the four factors thoroughly addressed?

Factor 1: Skills and Knowledge Required

* List the knowledge, skills and abilities required to perform the major duties listed.

Factor 2: Responsibility

* How job assignments are made
* What kind of supervision is received while performing the work
* What oral and written guidance is available
* How the work is evaluated

Factor 3: Physical Effort

* Describe the nature, degree, frequency, and duration of physical exertion required to perform the work

Factor 4: Working Conditions

* The hazards, physical hardships, and working conditions to which the worker is exposed
* The frequency and duration of such exposure
* The adequacy of protective clothing and safety devices
* The possible effects on the employee

Other Requirements: (if applicable)

* Motor Vehicle or Commercial Driver's License Required
* Other License Required
* Safety Collateral Duties
* Drug Test Required
* Special Physical Requirements/Demands