

Position Classification

Course Number: 4913

Length: 3 Days

Primary Delivery Method: Instructor-led live classroom

Alternative Delivery Methods: Instructor-led online (synchronous)

Course Description

Classify positions with confidence! This course provides an overview of the fundamental requirements for position classification in the General Schedule and the Federal Wage System. During class, you use a systematic approach to practice classifying federal positions to support effective staffing and regulatory and legislative compliance.

Intended Audience

This course is designed for professionals who work with classifiers or are entry-level classifiers.

Client-Provided Facility Requirements

- Internet required for instructor computer

Course Learning Objectives

- Describe the way that roles and processes are impacted by position classification decisions
- Discuss the two most common classification systems and the different ways they organize work
- Apply the guidance provided by OPM to classify GS and FWS positions
- Analyze the considerations for GS leaders and supervisors and apply the Lead and Supervisor Guides to the positions
- Classify nonsupervisory FWS positions using job-grading standards
- Analyze the considerations for FWS leaders and supervisors and apply the Lead and Supervisor Guides to the positions
- Determine the influence other types of classifier issues can have on an organization

Course Additional Features

- Producer Support
- Technical Support Team
- Dedicated In-House Accessibility/Section 508 Compliance
- Student Resource Guides

All details about the Additional Features are available on this page. [Click here to Explore](#)

Course Schedule

Position Classification

DAY ONE

MORNING	Lesson 1: Position Classification in the HR Context
	Lesson 2: Legal Structure of Classification Systems
LUNCH	
AFTERNOON	Lesson 3: OPM Classification Process

DAY TWO

MORNING	Lesson 3: OPM Classification Process, continued
LUNCH	
AFTERNOON	Lesson 4: Classifying GS Lead and Supervisory Positions

DAY THREE

MORNING	Lesson 5: Classifying a Nonsupervisory (WG) FWS Position
	Lesson 6: Classifying FWS Leader and Supervisory Positions
LUNCH	
AFTERNOON	Lesson 6: Classifying FWS Leader and Supervisory Positions, continued
	Lesson 7: Other Issues for Classifiers

Learning Methods

Individual, small-group, and large group practical exercises; case studies, and discussions

Credits

National Association of State Boards of Accountancy (NASBA)

- Field of Study: Personnel/Human Resources
- Level: Basic

Position Classification

- CPEs: 24

Professional Development Units (PDUs)

- Credits: 21

Continuous Learning Points (CLPs)

- Credits: 24

Management Concepts Certificate Program Relationship

This is an elective course in the following program(s):

- [Human Resources Certificate Program](#)

Prerequisites

There are no prerequisites for this course.

Suggested

- [HR Boot Camp](#)

Pework

There is no prework required for this course.

Requirements for Successful Completion

Full (100%) attendance is expected and required. Successful completion of the course depends on full class attendance and active participation in individual and group exercises.

Follow-On Resources

- [Position Management](#)

Position Classification

Ready to Enroll?



See the most recent course information and scheduled classes at this link:
<https://www.managementconcepts.com/course/id/4913>



DON'T MISS OUT
Management Concepts Blog
Weekly Intel for the Federal Workforce

Subscribe