

Writing Federal Position Descriptions

Course Number: 4934

Length: 1 Day

Primary Delivery Method: Instructor-led live classroom

Alternative Delivery Methods: Instructor-led online (synchronous)

Course Description

Build the practical skills to develop general schedule (GS) position descriptions (PDs) in the federal government. This course provides the foundational knowledge and guidance required to effectively collaborate with others to write accurate, clear, and concise PDs. You will explore the context in which PDs are drafted and learn the standards, federal laws, and regulations that govern federal PDs. The capstone exercise will challenge participants to apply their learning and implement best practices. Outcomes include accuracy, compliance, efficiency, and contextual understanding of PDs in the federal landscape.

Intended Audience

Federal supervisors, managers, HR specialists, classification specialists, and job analysis specialists, supervisory HR specialists, personnel security specialists, and union representatives.

Client-Provided Facility Requirements

- Internet required for instructor computer

Course Learning Objectives

- Define the foundational elements of PDs in the federal government
- Draft clear and accurate federal PDs

Course Additional Features

- Producer Support
- Technical Support Team
- Extended Learning Bursts
- 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

DAY ONE	
MORNING	Module 1: Position Description (PD) Foundations

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LUNCH	
AFTERNOON	Module 1: Position Description (PD) Foundations, continued
	Module 2: Writing Clear and Accurate Position Descriptions (PDs)

Learning Methods

- Developing clear, concise, and accurate federal position descriptions (PDs) that comply to OPM standards, federal laws, and regulations through individual, group, and class activities
- Applying writing best practices to effectively develop PDs based on scenarios

Credits

National Association of State Boards of Accountancy (NASBA)

- Field of Study: Personnel/Human Resources
- Level: Basic
- CPEs: 8

Professional Development Units (PDUs)

- Credits: 7

Continuous Learning Points (CLPs)

- Credits: 8

Management Concepts Certificate Program Relationship

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

- [Human Resources Certificate Program](#)

Prerequisites

Suggested

- [Introduction to Federal Human Resources \(HR\)](#)
- [Federal Human Resources \(HR\) Functions](#)

Pework

Writing Federal Position Descriptions

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 Classification](#)
- [Position Management](#)
- [Federal Talent Acquisition](#)
- [Job Analysis and Hiring Assessment](#)
- [Pay Setting and Compensation](#)

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Ready to Enroll?



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<https://www.managementconcepts.com/course/id/4934>



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