

Frequently Asked Questions

Course Title: Position Classification

Course #: 4913

Duration: 3 Days

Delivery Method: Instructor-led live classroom

Alternative Delivery Methods: Instructor-led online (synchronous)

1. What business or organizational need does this course address?

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.

2. Who should attend?

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

3. What will I learn how to do in this course?

- 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

4. What kinds of activities are included in this course?

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

5. Are there prerequisites for this course?

There are no prerequisites for this course.

Suggested:

Frequently Asked Questions

- [HR Boot Camp](#)

6. Do I have to complete any prework for the course?

There is no prework required for this course.

7. Is this course applicable toward a professional certification?

No, this course is not applicable toward a professional certification. However, many Management Concepts courses do prepare you for professional certification programs. Click [here](#) to see a full list of professional certification programs that are supported by Management Concepts training courses.

8. Does this course count for credit toward a Management Concepts Certificate Program?

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

- [Human Resources Certificate Program](#)

9. What credits do I earn by completing this course?

The following credits are available for this course:

NASBA CPEs: 24

NASBA Field of Study: Personnel/Human Resources

NASBA Level: Basic

CEUs: 1.9

PDU: 21

CLPs: 24

10. What course(s) do you recommend after I complete this course?

- [Position Management](#)

11. What are Additional Features?

Most courses and training solutions have **Additional Features** designed to help every learner master and retain the concepts explored in the course. You can see which Additional Features are added to this course on the

Frequently Asked Questions

course page under the **Learning Objectives & Additional Features** tab – and for a more detailed exploration of our Additional Features, you can visit [this web page](#).