

Frequently Asked Questions

Course Title: Writing Federal Position Descriptions

Course #: 4934

Duration: 1 Day

Delivery Method: Instructor-led live classroom

Alternative Delivery Methods: Instructor-led online (synchronous)

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

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.

2. Who should attend?

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

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

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

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

- 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

5. Are there prerequisites for this course?

Suggested:

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

Frequently Asked Questions

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: 8

NASBA Field of Study: Personnel/Human Resources

NASBA Level: Basic

CEUs: 0.6

PDUs: 7

CLPs: 8

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

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

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](#).