Position Description Templates

An HRD Modernization Initiative

What's a PD Template?

- A guide for writing a position description (PD)
- Currently applies only to GS-13, GS-14, and GS-15 positions
- Includes non-supervisory, team leader, and supervisory templates
- Part of the new PD Library

What's the PD Library?

- A growing collection of PD templates and sample or standardized PDs

- Can be downloaded, edited, and used by HRD customers and staff

- Designed to simplify the position classification process for you and your staff

How do I use a PD Template?

- Review the PD templates at the HRD web site.
- Select the PD template that fits your need.
- Save the PD template to a file on your PC.
- Edit the PD template by filling in the blanks with organizational and technical information.
- Attach your "new" PD to a Request for Personnel Action (SF 52).

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Why bother with a PD template?

- Position classification actions for GS-13, GS-14, and GS-15 are often complex.

- The PD template helps your HRD office respond faster.

- Your HRD staff can provide advice more easily when you use the right template.

Can I pick any grade I want?

- All executives, managers, supervisors, and HRD staff are bound by Federal law, OPM classification standards, and precedent cases.

- When you select a PD template, you are testifying that the employee's work matches the selected grade level.

- HRD staff will review your PD and assist you.

- The PD template gets you started quickly!

Why aren't there other grade levels or occupations?

- HRD will develop any new templates that would be helpful to FSIS managers.

- Some positions will be covered by standardized PDs in the PD Library.

- Feel free to suggest new PD templates or standardized PDs.

Will there be other classification changes?

- Yes! We're exploring a number of options.
- Stay tuned for:
  - Job aids and "movies" that explain HR terms, forms, policies, and processes
  - Focus group meetings on "Delegation of Classification Authority"
  - Classroom, CD-ROM, and web-based HR training

Who do I contact for assistance?

- Your Classification & Staffing Services Branch to discuss specific staffing needs

- The Compensation and Classification Policy Branch for questions or comments about the PD templates and PD Library:
  - Steve Matthews, (202) 720-2660 or e-mail: Steve.Matthews@fsis.usda.gov