POSITION DESCRIPTION COVER SHEET

REASON FOR THIS POSITION

1. NEW	2. IDENTICAL/ADD'L TO EST. PD NUMB.	3. REPLACES PD NUMBER
☐	☐	☐

POSITION INFORMATION

4. OFFICIAL TITLE	5. WORKING TITLE (When Applicable)

6. NEW PD/MR (NFC)	7. INTERDISC PD NUMBERS

8. PP	9. SERIES	INTERDISC SERIES	10. FUNC	11. GRADE	12. DATE			13. I/A	14. CLASSIFIER
					MONTH	DAY	YEAR	☐ Yes ☐ No	

15. ORGANIZATIONAL STRUCTURE (Agency/Bureau)

1st	5th
2nd	6th
3rd	7th
4th	8th

SUPERVISOR'S CERTIFICATION

I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statute or their implementing regulations.

16. SUPERVISOR'S SIGNATURE	17. DATE	19. SECOND LEVEL SUPERVISOR'S SIGNATURE	20. DATE
18. SUPERVISOR'S NAME AND TITLE		21. SECOND LEVEL SUPERVISOR'S NAME AND TITLE	

GENERAL SCHEDULE SUPERVISORY GUIDE GRADE EVALUATION FACTOR

FACTOR	22. FLD / BMK	23. POINTS	FACTOR	22. FLD / BMK	23. POINTS
1. Program Scope and Effect			4-B. Purpose of Contacts		
2. Organizational Setting			5. Difficulty of Typical Work Directed		
3. Supervisory and Managerial Authority Exercised			6. Other Conditions		
4-A. Personal Contacts					

	24. TOTAL POINTS ▶	24.
	25. GRADE ▶	25.

CLASSIFICATION CERTIFICATION

I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.

26. SIGNATURE	27. DATE
28. NAME AND TITLE	

29. REMARKS	30. OPM CERTIFICATION NUMBER

MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER ◄

A. KEY DATA

1. FUNCTION (1) ◄ A/C/D/I/R	2. DEPT. CD./AGCY-BUR-CD.(4)	3. SON - POI (4)	4. MR. NO. (6)	5. GRADE (2)	6. IP NO. (8)

B. MASTER RECORD

1. PAY PLAN (2)	2. OCC. SER. (4)	3. OCC. FUNC. CD. (2)	4. PREFIX/ OFF. TITLE CD. (6)	5. OFF. TITLE (38)

6. HQ. FLD. CD. (1)	7. SUP. CD. (1)	2 = Sup. GSSG 7=Team Ldr 2GI 4 = Sup. CSRA 8 = All Others 5 = Mgmt. CSRA 6 = Leadr WL/1 GI	8. CLASS. STD. CD. (1) ◄ X = New Std. Apply Blank = NA	9. INTERDIS. CD. (1)	10. DT. CLASS (6) MO DAY YEAR

11. EARLY RET. CD. (1) ◄ 1 = Primary 3 = Foreign Svc. 2 = Secondary Blank = NA	12. INACT / ACT (1) ◄ I = Inactive A = Active	13. DT. ABOL. (6) MO DAY YEAR	14. DT. INACT / REACT (6) MO DAY YEAR	15. AGCY. USE (10)

16. INTERDIS. SER. (40) (4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)

17. INTERDIS. TITLE CD. (50) (6)	(6)	(6)	(6)	(6)	(6)	(6)	(6)	(6)

C. INDIVIDUAL POSITION

1. FLSA CD. (1) ◄ E = Exempt N = Nonexempt	2. FIN. DIS. REQ. & PROC INTEG ACT (2) ◄ 0 = None Y = Must be certified 4 = OGE 450 N = Not required	3. POS. SCHED. (1) ◄ A = Sched A 0 = Excepted B = Sched B à˘ = not A, B, C C = Sched C	4. POS. SENS. - COMPUTER ADP (2) F = Nonsensitive (NS) 4 = Special Sens (SS) C = Computer ADP GMP[} &itcl Ùe} • (NCS) 5 = Moderate Risk (MBI) N = Noncomputer ADP 3 = Ôiaze⁴Ùe} • (CS) 6 = High Risk (BI)

PAY TABLE (4)	5. COMP. LEV. (4)	CYBER SECURITY (2)	DRUG TESTING (1) ◄ N = Not Applicable C = Comm Motor Veh Lic. A = Applicant & Incumbent Y = Incumbent only U = Undesignated

6. WK. TITLE CD. (4)	7. WK. TITLE (38)

8. ORG. STR. CD. (18) 1st 2nd 3rd 4th 5th 6th 7th 8th	9. VAC. REV. CD. (1) 0 = Position Action No Vacancy ◄ A = No Change B = Lower Grade C = Higher Grade D = Different title and / or series E = New Position / New FTE	TELEWORK ◄ Y = eligible N = ineligble

10. TARGET GD. (2)	11. LANG. REQ. (2)	12. PROJ. DTY. IND. (1) Blank = N/A ◄ Y = Yes	13. DUTY STATION (9) State (2) City (4) County (3)	14. BUS. CD (4).	15. DT. LST. AUDIT (6) MO DAY YEAR	16. PAS. IND. (1) Blank = N/A ◄ 1 = PAS	17. DATE EST. (6) MO DAY YEAR

18. GD. BASIS. IND. (1) ◄ 1 = Rev. when vacant 4 = Sup. / Program 7 = Equipment Devel. Guide 2 = Impact of Person 5 = RGEG 8 = Agency Use 3 = Sup. / SGEG 6 = Policy Analysis G E G 9 = Agency Use ALPHAS = Agency Use	19. DT. REQ. REC. (6) MO DAY YEAR	20. NTE. DT. (6) MO DAY YEAR	21. POS. ST. BUD (1) ◄ Y = Perm N = Other

22. MAINT. REV. / CLASS. ACT. CD. (2) (1st Digit = Activity and 2nd Digit = Results)

Normal Act	Maintenance Review Act	Results		
1 = Desk Audit	5 = Desk Audit	1 = No Action Req.	5 = Series Change	9 = Other
2 = Sup. Audit	6 = Sup. Audit	2 = Minor PD Change	6 = Pos. Upgrade	
3 = Paper Rev.	7 = Paper Rev.	3 = New PD Req.	7 = Pos. Downgrade	
◄ 4 = PME / Activity Rev.	8 = Panel Rev.	4 = Title Change	8 = New Pos.	

23. DT. EMP. ASGN. (6) MO DAY YEAR	24. DT. ABOL. (6) MO DAY YEAR	25. INACT / ACT (1) ◄ 1 = Inact. 2 = Act.	26. DT. INACT / REACT (6) MO DAY YEAR	27. ACCTG. STAT. (4)	28. INT. ASGN. SER. (4)	29. AGCY. USE (8)

30. CLASSIFIER'S SIGNATURE	31. DATE

32. REMARKS

USDA POSITION EVALUATION SUMMARY
FOR THE GENERAL SCHEDULE SUPERVISORY GUIDE

AGENCY/ORGANIZATION LOCATION:	
	Official Title:
	Working Title:
	MR#:
	Pay Plan/Series/Grade:
Org Code:	

Evaluation Factors	Factor Level	Points	Explanatory Comments
1. Program Scope and Effect			
2. Organizational Setting			
3. Supervisory and Managerial Authority Exercised			
4. Personal Contacts: *4A-Nature*			
4B-Purpose			
5. Difficulty of Typical Work Directed			
6. Other Conditions Special Situations			

S U M M A R Y	TOTAL POINTS	
	GRADE CONVERSION	
	SPECIAL FACTOR APPLIED	

HR Specialist (Classification)   Date