

**Forest Service Handbook
National Headquarters - Washington Office
Washington, DC**

**Forest Service Handbook 6109.15 – Position Classification Handbook
Chapter 20 - Position Description Preparation and Requirements**

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Approved by: Robert Velasco, II, Acting Deputy Chief, Ops

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Responsible Staff:

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Digest: Following is an explanation of the changes throughout the directive by section.

6109.15: Revises Handbook in its entirety.

Zero Code: Updates the zero code and incorporates applicable direction from FSM 6151.

6109.15_10: Combines Chapter 10, Forest Service Classification Principles, Practices, and Techniques, and Forest Service Manual 6151, Position Classification and Job Evaluation, and revises in their entirety.

6109.15_20: Combines Chapters 20, Position Description Preparation and Requirements, and Chapter 40, Standard Position Description System, and revises in their entirety.

6109.15_30: Updates Chapter 30, Classification of Positions under the Scientist Career Plan, to reflect changes in the Research Grade Evaluation Guide which was revised by the United States Office of Personnel Management in September 2006.

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6109.15_40: Removes Chapter 40, Standard Position Description System, and recodes applicable direction to Chapter 20, Position Description Preparation and Requirements.

6109.15_50: Removes Chapter 50, Classification of Positions Using “Impact-of-the-Person-on-the-Job” Concept, and incorporates applicable direction in Chapter 10, Section 13, Reclassification of Encumbered Positions.

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21 - Position Description

A position description (PD) serves as the official record of the classification of a position. The PD may be written by the supervisor/manager, a Human Resources Specialist familiar with the occupation, a subject matter expert, or any combination of these.

21.1 - Contents of Position Description

A PD consists of:

1. A written description of major duties, responsibilities and organizational relationships of a job in proper format:

- a. Factor Evaluation System (FES). The FES is the method most often used to assign grades to non-supervisory positions under the General Schedule (GS). The FES format includes nine factors common to most non-supervisory GS positions and will be used for all GS positions classified by an FES or narrative standard. For positions classified by an FES standard, the corresponding numerical point value assigned for each factor level description, total point values, and GS grade conversion must be annotated on the PD, the PD cover sheet, or recorded in an attached evaluation statement (exhibit 01).

- b. Supervisory Positions. PDs for supervisory positions will be prepared in FES format and will include sufficient information for evaluation using the six factor supervisory criteria in the OPM General Schedule Supervisory Guide (GSSG). The corresponding numerical point value assigned for each GSSG factor level description, total point values, and GS grade conversion must be annotated at the end of the PD, the PD cover sheet, or recorded in an attached evaluation statement (exhibit 02).

The PD will also provide sufficient information for evaluation of major non-supervisory duties as applicable. The corresponding numerical point value assigned for each FES factor level description, total point values, and GS grade conversion must be annotated on the PD, the PD cover sheet, or recorded in an attached evaluation statement (exhibit 02).

- c. Research Positions. Research PDs will be prepared in four factor format as described in the OPM Research Grade Evaluation Guide (RGEG) and the *Forest Service Guide for Preparing Research Scientist Position Descriptions and Conducting Research Grade Evaluation Panels*. Research PDs will include sufficient information to clearly assess the scope and complexity of the research assignment, as well as contributions, impact, and stature of the person in the position.

d. Federal Wage System (FWS). The FWS format will be used for all positions describing work properly classified in accordance with the Job Grading System for Trade, Craft and Labor Positions (exhibit 03).

2. A PD cover sheet with fully-executed supervisory and classification certifications and documentation of OPM or other references used for classification.
3. An evaluation statement as required (sec. 23).
4. A PD amendment with fully-executed supervisory and classification certifications as applicable (Form FS-6100-13, Position Description Correction Notice or equivalent document).

The original PD cover sheet with fully-executed supervisory and classification certifications, the written description, and attachments will be the official PD of record and shall be retained by the Human Resources Service Team (HRST) with jurisdiction over the position. The classification file may be maintained as hard copy documents, electronic files, or a combination of both.

21.1 - Exhibit 01

Factor Evaluation System (FES) Format for Position Descriptions

Master Record Number: MRXXXX or FSXXXX

Title/Pay Plan/Series/Grade: Official Title, GS-XXXX-XX

FLSA Code: E/NE

Telework Eligibility: Y/N

INTRODUCTION

Identify the location and purpose of the position, for example: “This position is located on a Forest Service unit and the purpose of the position is...”

Insert National Security Clearance requirements and/or Public Trust designation here:

Example: “Position requires access to Top Secret classified information. Background investigation is required.”

Example: “This is a Moderate Risk public trust position. Background investigation is required.”

MAJOR DUTIES

- Duties should describe the “what”, not the “how”
- United States Office of Personnel Management (OPM) defines a major duty as an activity that occupies at least 25% of the employee’s time and is regular and recurring
- The Major Duty section of the Position Description (PD) should list only important, regular and recurring duties
- Regular and recurring duties are performed in a continuous, uninterrupted manner or during expected recurring intervals
- The duties listed should outline and supplement the Factor Evaluation System factors used to evaluate the position
- The supervisor is accountable for assigning duties consistent with the purpose of the position
- Supervisory Responsibilities (if applicable)

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FACTOR STATEMENTS

Factor 1. Knowledge Required by the Position Kind or nature of knowledge and skills needed How the knowledge and skills are used in doing the work	Factor Level 1-X	x points
Factor 2. Supervisory Controls How the work is assigned Employee's responsibility for carrying out the work How the work is reviewed	Factor Level 2-X	x points
Factor 3. Guidelines Nature of guidelines for performing the work Employee's responsibility for carrying out the work	Factor Level 3-X	x points
Factor 4. Complexity Nature of assignment Difficulty in identifying what needs to be done Difficulty and originality involved in performing the work	Factor Level 4-X	x points
Factor 5. Scope and Effect Purpose of the work Impact of the work product or service	Factor Level 5-X	x points
Factor 6. Personal Contacts People and conditions/setting under which contacts are made. In many of the FES standards, the point values for factors 6 and 7 are combined in a matrix chart. The levels of each factor are described separately in the PD.	Level/Points (see Factor 7)	
Factor 7. Purpose of Contacts Reasons for contacts in Factor 6	Factor Level 6/7-X	x points
Factor 8. Physical Demands Nature, frequency, and intensity of physical activity	Factor Level 8-X	x points
Factor 9. Work Environment Risks and discomforts caused by physical surroundings and the safety precautions necessary to avoid accidents or discomforts	Factor Level 9-X	x points
Total Points: XXXX		

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21.1 - Exhibit 01--Continued

Grade Conversion: GS-XX

References Used: OPM classification standards, date issued

Source Documents: Pre-AVUE Forest Service position descriptions and/or other agency's position descriptions

Name of Classification Delegate: H.R. Classifier

Date Classified: MM/DD/YYYY

21.1- Exhibit 02

Supervisory Position Description Format

Position descriptions for supervisory positions will be prepared in Factor Evaluation System (FES) format and will include sufficient information for evaluation using the six factor supervisory criteria in the General Schedule Supervisory Guide (GSSG) (described below).

Supervisory duties are listed in the “Major Duty” section after the non-supervisory duties (see exhibit 01). The non-supervisory duties are evaluated in accordance with the applicable occupational classification standard published by the Office of Personnel Management. The supervisory duties are evaluated in accordance with the GSSG which sets forth the grade level criteria for all GS supervisory positions in the federal workforce. The final grade of the position will be the higher of the two grades assigned.

In addition to the FES factor descriptions, supervisory positions will include the following GSSG supervisory factors with a corresponding evaluation:

SUPERVISORY FACTOR STATEMENTS

Factor 1. Program Scope and Effect

Factor Level 1-X

x points

Scope: this addresses the general complexity and breadth of the program (or program segment) directed; the work directed, the products produced, or the services delivered; and the geographic and organizational coverage of the program (or program segment) within the agency structure. Effect: this addresses the impact of the work, the products, and/or the programs described under "Scope" on the mission and programs of the customer(s), the activity, other activities in or out of government, the agency, other agencies, the general public, or others.

Factor 2. Organizational Setting

Factor Level 2-X

x points

This factor considers the organizational situation of the supervisory position in relation to higher levels of management.

Factor 3. Supervisory and Managerial Authority Exercised

Factor Level 3-X

x points

This factor covers the delegated supervisory and managerial authorities which are exercised on a recurring basis.

Factor 4. Personal Contacts

Factor Level 4-X

x points

This is a two part factor which assesses the nature and the purpose of personal contacts related to supervisory and managerial responsibilities. The nature of the contacts, credited under Subfactor 4A, and the purpose of those contacts, credited under Subfactor 4B, must be based on the same contacts.

21.1- Exhibit 02--Continued

Factor 5. Difficulty of Typical Work Directed Factor Level 5-X x points

This factor measures the difficulty and complexity of the basic work most typical of the organization(s) directed, as well as other line, staff, or contracted work for which the supervisor has technical or oversight responsibility, either directly or through subordinate supervisors, team leaders, or others.

Factor 6. Other Conditions Factor Level 6-X x points

This factor measures the extent to which various conditions contribute to the difficulty and complexity of carrying out supervisory duties, authorities, and responsibilities. Conditions affecting work for which the supervisor is responsible (whether performed by Federal employees, assigned military, contractors, volunteers, or others) may be considered if they increase the difficulty of carrying out assigned supervisory or managerial duties and authorities.

Total Points: XXXX

Grade Conversion: GS-XX

References Used: OPM classification standard, date issued

Source Documents: Pre-AVUE Forest Service position descriptions and/or other agency position descriptions

Name of Classification Delegate: H.R. Classifier

Date Classified: MM/DD/YYYY

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21.1 - Exhibit 03

Federal Wage System (FWS) Position Description Format

Master Record Number: MRXXXX or FSXXXX

Title/Pay Plan/Series/Grade: Official Title, WG-XXXX-XX

FLSA Code: E/NE

Telework Eligibility: Y/N

INTRODUCTION

Identify the location and purpose of the position, for example: “This position is located on a Forest Service unit and the purpose of the position is...”

Insert National Security and/or Public Trust requirements here:

“The position requires access to Top Secret classified information. Background investigation is required.”

MAJOR DUTIES

Description of work assignments.

FACTOR STATEMENTS

1. Skill and Knowledge

This covers the nature and level of skill, knowledge, and mental application required in performing work. Positions vary in the kind, amount, and depth of skill and knowledge needed as well as in the manner, frequency, and extent to which they are used.

2. Responsibility

This addresses the nature and degree of responsibility involved in performing work. Responsibility varies in terms of the complexity and scope of work assigned, the difficulty and frequency of judgments and decisions made, the kind of supervisory controls, and the nature of work instructions and technical guides used.

3. Physical Effort

This concerns the physical effort exerted in performing assigned work. Positions vary in the nature, degree, frequency, and duration of muscular effort or physical strain experienced in work performance.

4. Working Conditions

This covers the hazards, physical hardships, and working conditions to which workers are exposed in performing assigned work. Positions vary in the nature of the work environment; the extent to which it includes unpleasant, disagreeable, or hazardous conditions; the degree to which such conditions are experienced; the frequency and duration of exposure; the adequacy of protective clothing and gear, safety devices, and safe trade practices; and the possible effects on the workers.

References Used: OPM classification standards, date issued

Source Documents: Pre-AVUE Forest Service position descriptions and/or other agency's position descriptions

Name of Classification Delegate: H.R. Classifier

Date Classified: MM/DD/YYYY

21.2 - Standard of Adequacy for Position Descriptions

Every position in the Forest Service must have a written PD that serves as the official record of the classification of the job. In addition to documenting assigned duties and responsibilities of a position, the PD serves as the basic document to establish basic rate of pay; to determine skill and knowledge requirements and selection criteria for recruitment; and to establish performance standards. Position descriptions also serve to determine Fair Labor Standards Act (FLSA) of 1938 status, early retirement coverage for firefighters and law enforcement officers, supervisory/managerial designations for probationary period requirements, financial disclosure requirements, position sensitivity, telework eligibility, cyber security responsibility, and other position requirements.

A Forest Service PD is considered adequate when:

1. It describes 80 percent of the work, includes all major duties and responsibilities which occupy a significant portion of the time, and is classified to the proper pay plan, title, series, and grade.
 - a. For GS positions, duties may be series and grade controlling if they are a regular and continuing part of the job; are performed for at least 25 percent of the time; and involve a higher level of knowledge and skill that would be a factor in recruitment.
 - b. For FWS positions, duties may affect final classification when they involve the highest skill and qualification requirements of the job, and are a regular and recurring part of the job, even if the duties involved are not performed for a majority of the time.
 - c. Minor duties generally occupy a small portion of the time (less than 20 percent), do not normally affect the classification of the position, and are generally not included in the PD. A statement such as "performs other duties as assigned" will adequately cover minor duties. Exceptions include:

Minor duties tied to regulatory/legal requirements for testing and suitability as a condition of employment that do not occupy a significant portion of the time. For example, duties requiring the possession of a commercial driver's license (drug testing), collateral firefighting duties at the arduous level (medical standards), or firearm certification (background investigation and drug testing) shall be included in the position description.
 - d. Special education, skills, certification, or licensure shall be included in the PD if such credentials are directly tied to knowledge, skill, and abilities required for appointment to the position.
2. It identifies applicable public trust and/or national security designation and required background investigation in the remarks section of the PD cover sheet or position description (exhibit 01).

3. It identifies telework eligibility of the position in the remarks section of the PD cover sheet or position description (exhibit 01).
4. It is in proper format (see sec. 21.1) and includes the PD cover sheet with fully executed supervisory and classification certifications by the first and/or second level supervisor, and a Human Resources Specialist with appropriate delegated classification authority.
5. It is considered adequate by a Human Resources Specialist knowledgeable of the occupational field involved and of the application of the pertinent classification standards, principles, and policies.
6. It is supplemented, as necessary, by otherwise accurate, available, and current information on the organization, functions, programs, and procedures concerned.

21.3 - Classification Accuracy

Positions shall be classified in accordance with position classification standards and functional guides published by OPM, and internal classification guides developed to aid in the classification of positions specific to Forest Service. Positions should be reviewed annually to ensure soundness of organizational structures, adequate representation of duties, and classification accuracy. This may be accomplished as follows:

1. During the course of regular accountability reviews and self-inspections; or special program reviews conducted by HRM, OHRM, or OPM as deemed necessary.
2. Normal day-to-day operations including management and staff position management reviews and decisions made as positions are established and filled, or vacant position refilled (DR 4020-250-002, Position Management and Vacancy Control, Position Management and Workforce/Succession Planning Checklist).
3. Each fiscal year (FY) during annual performance review.

Classification errors (for example, positions that are found to be under-graded, over-graded, improperly titled, or assigned to the wrong series) will be corrected within six pay periods of discovery. Changes resulting from USDA or OPM appeals will be effected no earlier than the date of decision, and no later than the beginning of the second pay period following the date of decision, unless a later date is specified in the decision (ch. 10, sec. 15.23).

21.4 - Mandatory Information for Certain Position Descriptions

Certain positions require specific statements in the PD narrative. They include:

1. Supervisory Positions. PDs for positions classified as supervisory using the GSSG or the FWS Job Grading Standard for Supervisors; or for positions which meet the definition of supervisor under 5 U.S.C. 7103(a) (10) must describe supervisory duties and

responsibilities, as well as civil rights responsibilities. The following examples are provided:

- a. “The position plans the work to be accomplished by the unit, assigns work to employees, and establishes production or quality standards for the unit’s work. Responsibility includes establishing and communicating guidelines and performance requirements to employees; conducting formal performance reviews; and identifying and providing for the developmental and training needs of employees. The incumbent hears and resolves employee complaints, effects minor disciplinary measures, and recommends action in more serious cases. The position performs administrative and human resources management functions for the unit; provides advice, counsel, or instruction on both administrative and work matters; and assures full compliance with safety regulations.”
 - b. “The incumbent promotes equal opportunity and employs nondiscriminatory practices for merit promotion, recruitment, and hiring of applicants; encouragement, recognition, and fair treatment of all employees; and career development and full utilization of employees’ skills. The incumbent adheres to nondiscriminatory employment practices regarding race, color, national origin, age, disability; and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal; or because all or part of an individual’s income is derived from any public assistance program.”
2. Leader Positions. PDs for positions designated as leaders under the OPM General Schedule Leader Grade Evaluation Guide (GSLGEG) or the OPM Federal Wage System Job Grading Standard for Leader must describe leader duties and responsibilities. The following examples are provided:

a. GSLGEG Part I - General Schedule Work Leader Positions:

“Leads a team of employees performing work up to the GS-xx level. Responsible for identifying, distributing, and balancing the workload and tasks among employees in accordance with established workflow and skill level. Establishes priorities to ensure timely accomplishment of assigned team tasks. Monitors and reports on the status and progress of work. Instructs employees in specific tasks and job techniques and provides on-the-job training to new employees. Answers questions on procedures, policies, and directives and obtains needed information or decisions from supervisor on problems that occur. Checks on work in progress. Approves leave for a few hours or for emergencies. Resolves simple, informal complaints of employees and refers others to the supervisor. Reports to the supervisor on performance, progress, and training needs.”

b. GSLGEG Part II - General Schedule Team Leader Positions:

“Leads a team of employees performing work up to the GS-xx level. Articulates and communicates to the team the assignment, project, or problem to be solved. Coaches the team in the selection and application of appropriate problem solving methods and

techniques, distributes and balances workload and tasks, and makes adjustments to accomplish the assignments in a timely manner. Serves as a facilitator and/or negotiator in coordinating team initiatives and in consensus building. Represents the team in dealings with the supervisor or manager in securing needed information on major work problems and issues that arise. Leads the team in assessing its strengths and weaknesses and provides leadership to the team in exploring alternatives and determining what improvements can be made. Approves emergency leave for up to 3 days, 8 hours or less for medical appointments, and/or other types of leave as delegated by management. Resolves simple, informal complaints of employees and refers others such as formal grievances and appeals to the supervisor or appropriate management official.”

3. Firefighter and Law Enforcement Positions. Positions approved for firefighter and law enforcement retirement coverage under the provisions of 5 U.S.C. 8336(c) and 5 U.S.C. 8412(d) must clearly specify the primary purpose of the position. New positions or categories of positions which have not been approved for coverage must be submitted to the Human Resources Management Director (HRMD) for review and submission to USDA, Assistant Secretary for Administration for approval.

a. Primary Positions. The duties of fireline positions and basic law enforcement and criminal investigation positions must clearly specify the primary purpose of the position. Examples of appropriate language include:

(1) “The primary purpose of this position is control and extinguishment of fire.”

(2) "The primary purpose of this position is investigation of violations or suspected violations of criminal laws of the United States."

b. Secondary Positions. Secondary positions must contain written requirements for firefighting or law enforcement and investigation experience. Secondary positions should contain statements such as:

(1) “The primary line of work of this position is fire management.”

(2) “The primary purpose of this position is administration of a program of investigation of violations of criminal laws of the United States.”

4. Procurement Positions. Positions which require the incumbent to exercise purchasing or procurement authority should include a statement such as the following in the duties portion of the position description:

“Incumbent is responsible for ensuring that procurement duties assigned are implemented in accordance with provisions of Sections 8 and 15 of the Small Business Act, as amended by Public Law 95-507; the provisions of Executive Order 12138 pertaining to women-owned business; and Public Law 96-302 pertaining to Federal contract awards in labor surplus areas.”

5. Positions with Civil Rights Collateral Assignments. Positions having civil rights collateral assignments should include a description of these duties. A PD amendment may be used to add, modify, or delete such duties from PDs (Form FS-6100-13, Position Description Correction Notice form or equivalent document).
6. Positions with Firearms Requirements. Positions required to carry firearms are subject to the Lautenberg Amendment Gun Control Act of 1968, which makes it a felony for anyone convicted of a misdemeanor crime of domestic violence to ship, transport, possess, or receive firearms or ammunition. PDs should include the following statement:

“LAUTENBERG AMENDMENT: This position authorizes the incumbent to carry a firearm. Any person who has been convicted of a misdemeanor crime of domestic violence cannot lawfully possess a firearm or ammunition [Title 18, U.S.C. Section 922(g)(9)]. A "misdemeanor crime of domestic violence" is generally defined under the statute, as any offense involving the use or attempted use of physical force, or the threatened use of a deadly weapon, committed by the victim's current or former domestic partner, parent or guardian. The term "convicted", as defined in the statute, excludes any person whose conviction has been expunged, set-aside, or pardoned, or any person whose civil rights have been restored unless the pardon, expungement, or restoration of civil rights expressly prohibits the possession of firearms or ammunition. Candidates who have been convicted of a misdemeanor crime of domestic violence within the meaning of the referenced statute are not qualified for this position. Candidates under consideration will be required to certify whether they have ever been convicted of such an offense. False or fraudulent information provided by candidates is criminally punishable by fine or imprisonment [Title 18, U.S.C., Section 1001].”

21.5 - Certification of Position Descriptions

All PDs must include a PD cover sheet with properly executed supervisory and classification certifications. The first and/or second level supervisor certifies that the PD accurately reflects the duties and responsibilities assigned to the position. Higher level supervisors are also attesting to this certification when they approve filling a vacant position. Supervisors may be disciplined for false certifications.

A Human Resources Specialist with appropriate delegated classification authority certifies that the duties and responsibilities described in the PD are classified in accordance with 5 U.S.C. 51 and applicable standards published by OPM.

Standard position descriptions (SPD) must be certified by a work supervisor each time there is a request to fill a position using an SPD. The supervisor must certify that the SPD selected accurately describes the duties and responsibilities to be performed by the position. A Human Resources Specialist ensures the SPD reflects the appropriate organizational context.

21.6 - Position Description Amendments

Minor changes in duties or factors which do not impact classified pay plan, title, series, or grade, may be documented using a PD amendment (Form FS-6100-13, Position Description Correction Notice or equivalent document). Human Resources Specialists with delegated classification authority shall approve PD amendments.

Position description amendments may be used with SPDs to add minor duties with pre-appointment/pre-assignment requirements for testing and suitability (e.g., commercial driver's license, blaster or firearm certification, firefighting, or emergency medical service).

Position description amendments shall not be used to add or delete supervisory responsibility to positions classified as supervisory or managerial using the General Schedule Supervisory Guide (GSSG); or the FWS Job Grading Standard for Supervisors. Such positions are designated as Supervisory Code 2 and require a revised PD.

Position description amendments may be used to add or delete supervisory responsibility to a position defined as supervisory under 5 U.S.C. 7103(a) (10) but not meeting the minimum requirements for classification as supervisory or managerial using the GSSG or the FWS Job Grading Standard for Supervisors. Such positions are designated as Supervisory Code 4.

22 - Standard Position Description System

Standard position descriptions (SPD) are mandatory if an adequate SPD exists. Forest Service promotes use of SPDs to streamline the recruitment process for supervisors and managers. The use of SPDs:

1. Reduces time needed to describe and classify individual positions at various locations in the Forest Service with duties which are essentially the same.
2. Establishes consistency and transparency among organizations in description and classification of similar positions.
3. Provides examples of PDs in correct format which meet Forest Service standard of adequacy.

The national SPD system is administered and maintained by the HRMD. The national SPD system includes:

1. National Standard Position Descriptions. National SPDs are established when the same description applies to 10 or more positions in at least two Regions, Stations, Area, or Job Corps Centers.
2. Supplemental Standard Position Descriptions. SPDs may be established for descriptions not meeting the criteria for establishment of a national SPD whenever such a need is identified.

3. Revised Standard Position Descriptions. When new classification standards are issued or when SPDs need revision, the Standard Position Description System administrator ensures SPDs are revised taking field input into account as needed. Human Resources Specialists and program officials should suggest revisions when SPDs are out of date, inconsistent with standards, incomplete, or do not meet their needs.
4. Standard Position Descriptions for Criminal Investigators and Firefighters. Standard position descriptions are available for many law enforcement and firefighter positions covered for special retirement under provisions of 5 U.S.C. 8336(c) and 5 U.S.C. 8412(d). These SPDs have been approved for special retirement coverage by USDA, Assistant Secretary for Administration. New SPDs which have not been approved for coverage must be submitted to the HRMD for review and submission to USDA, Assistant Secretary for Administration for approval.

23 - Requirements for Evaluation Statements

An evaluation statement is a comprehensive analysis of a specific position in comparison to applicable OPM position classification standards, guides, and other applicable internal Agency guidance. Human Resources Specialists with delegated classification authority should prepare an evaluation statement when the classification judgments made could be questioned, or when one of the conditions described below is applicable:

1. Any position for which the classification determination is appealed.
2. Any position for which proper classification is not readily evident. This includes classification determinations where there is no OPM classification standard or guide, or where classification determination is above or below the grade level criteria provided in the standard or guide; mixed series or mixed grade positions; interdisciplinary positions; or positions classified by reference to narrative standards.
3. Reclassification of an encumbered position as a result of a position review (desk audit), accountability review, or program review; and decisions based on Impact of the Person on the Job.
4. Any non-research position classified at the same or higher grade as the supervisor.
5. Any position recommended for classification approval at the GS-14 and GS-15 level.

The evaluation statement must be signed and dated by the individual who conducts the position review and prepares the evaluation statement. The signed evaluation statement becomes part of the classification file which is retained by the respective HRST.

Positions classified by an FES standard or General Schedule Supervisory Guide (GSSG) must have a record of the point values assigned for each factor. At a minimum, point values, total point values, and GS grade conversion must be shown on or attached to the PD.

24 - Statement of Difference

The target position or full performance level (FPL) of a career ladder position shall be fully described and classified before it is filled. If a position will be filled at a lower or entry grade level, a Statement of Difference may be used to establish positions no more than one grade level below a fully described classified PD in the career ladder (every other grade). A Statement of Difference may be used with a standard position description.

The Statement of Difference must state how duties and responsibilities in the target position are modified at the intervening lower grade levels. For FES and GSSG format PDs, the statement of difference must address individual factors affected.

The Human Resources Specialist should determine how modifications affect the grade, and document in an evaluation statement or an addendum to the original evaluation statement as appropriate.