



**Centers for Medicare & Medicaid Services**  
**POSITION DESCRIPTION (PD) COVERSHEET**

1. PD Number/Job Code		2. Employing Office Location			
3. Official Title of Position		4. Pay Plan	5. Occupational Series	6. Grade	7. Full Performance Level (FPL)
8. Organizational Title of Position <i>(if different than official title)</i>					
9. Subject to Identical Additional (IA)		10. Administrative Code			
11. Organization Department of Health and Human Services		b. Second sub-organization			
a. First sub-organization Centers for Medicare and Medicaid Services		c. Third sub-organization			
12. Position is:		d. Fourth sub-organization			
		e. Fifth sub-organization			
13. Position Information		14. Financial Statement Required			
15. Acquisition Code		16. Cyber Security Code	17. Position Sensitivity		
18. Fair Labor Standards Act		19. Competitive Level Code	20. Bargaining Unit Status (BUS) Code		
<b>21. Supervisory Certification.</b> I certify that this is an accurate statement of the major duties and responsibilities of this 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 statutes or their implementing regulations.					
a. Typed Name and Title of Approving Management Official		b. Approving Management Official Signature and Date			
<b>22. Classification/Job Grading Certification.</b> I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards. <input type="checkbox"/> Incumbency only. This PD is identified as incumbency only with concurrence of the Classification Team Lead.					
a. Typed Name and Title of Official Taking Action		b. Signature and Date			
23. Position Classification Standards Used in Classifying/Grading Position					
24. Remarks					
25. Description of Major Duties/Responsibilities and Evaluation Statement (see attached)					
<b>Information for Employees.</b> The standards and information on their application are available in the Human Resources Office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the Human Resources Office of the U.S. Office of Personnel Management.					