

PD Express References

General Resources

Federal Wage Grade System Job Grading System

OPM document contains descriptions of key ranking jobs, factor definitions, a summary of the job grading system as well as background information on the Federal Wage System (FWS).

General Schedule Supervisory Guide

Published by OPM June 1998. Includes Grade Evaluation factor definitions, point-to-grade conversion chart and titling instructions.

Handbook of Occupational Groups and Families

OPM, May 2009. Provides agencies with a starting point to classify positions and is divided into two parts: White Collar Occupational Series and Trade, Craft, or Labor Occupational Series.

Introduction to the Position Classification Standards

Published in 1991, updated in August 2009, document explains classification standards program established by the Classification Act of 1949 and covers structure and use, principles and policies, and criteria to determine coverage by the General Schedule or Federal Wage system.

Leadership Competency Development Model

Owned and updated by NCTC, this Model identifies attributes an employee should obtain to enhance readiness for positions of greater responsibility.

OPM FES - Factor 6 and 7 Language and Point Awards for Differentiated Job Series

List of OPM compliant FES factor point awards for combined factors 6 and 7 for various Job Series.

OPM Federal Classification and Job Grading Systems

Provides Federal classification and job grading information used to determine pay plan, series, title, and grade for most work in the Federal Government.

Position Classification Amendment Form (DI-625)

Used to amend Position Description documents. Supervisor signs Block 5, and sends form to the Regional HR office. HR reviews all non-standard SPD amendments and certifies by signing Block 6 that amended duties have no impact on title, series, and grade of the position.

Position Classification Standards for White Collar Work

Provides information used in determining the occupational series and title for positions performing white collar work in the Federal Government; also provides grading criteria for positions classified under the General Schedule (GS) Classification System.

SPD Library

FWS Human Capital library of standard position descriptions. Search this legacy system for SPDs prior to June 2010.

Trade, Craft and Labor Intermediate Jobs Grading Standard

Published by OPM November 1968. Includes title and grading information for Intermediate job positions.

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Factor Evaluation Guides

Administrative Analysis Grade Evaluation Guide

Published by OPM August 1990. Includes factor definitions, exclusions, point-to-grade conversion chart, factor level relationships and titling instructions.

Clerical & Assistance Evaluation Guide

Published by OPM June 1989. Includes Grade level criteria and concepts.

Education Program Evaluation Guide

Published by OPM August 1974. Includes factor definitions, exclusions, relationships to other standards/guides and titling instructions.

Instructional Evaluation Guide

Published by OPM March 1989. Includes Grade level criteria and concepts as well as series and titling instructions.

Leader Grade Evaluation Guide

Published by OPM June 1998. Includes factor definitions, point-to-grade conversion chart and titling instructions.

Office Automation Evaluation Guide

Published by OPM November 1990. Includes factor definitions, point-to-grade conversion chart, factor level relationships and titling instructions.

Program Specialist Evaluation Guide

Published by OPM October 1967. Includes Grade level distinction and titling information.

Research Evaluation Guide

Published by OPM September 2006. Includes Research vs. Development definitions, point-to-grade conversion chart and titling instructions.

Research Grants Evaluation Guide

Published by OPM April 1968. Includes classification factors, exclusions, grade level descriptions and titling instructions.

Visual Arts Evaluation Guide

Published by OPM November 1991. Includes occupational information, point-to-grade conversion chart, factor level relationships and titling instructions.

Writing & Editing Evaluation Guide

Published by OPM May 1992. Includes evaluation instructions, point-to-grade conversion chart and factor level descriptions.

Traders Helper Grading Standard

Published by OPM November 1968. Includes title, grading and duty information for Trade Helper positions.