



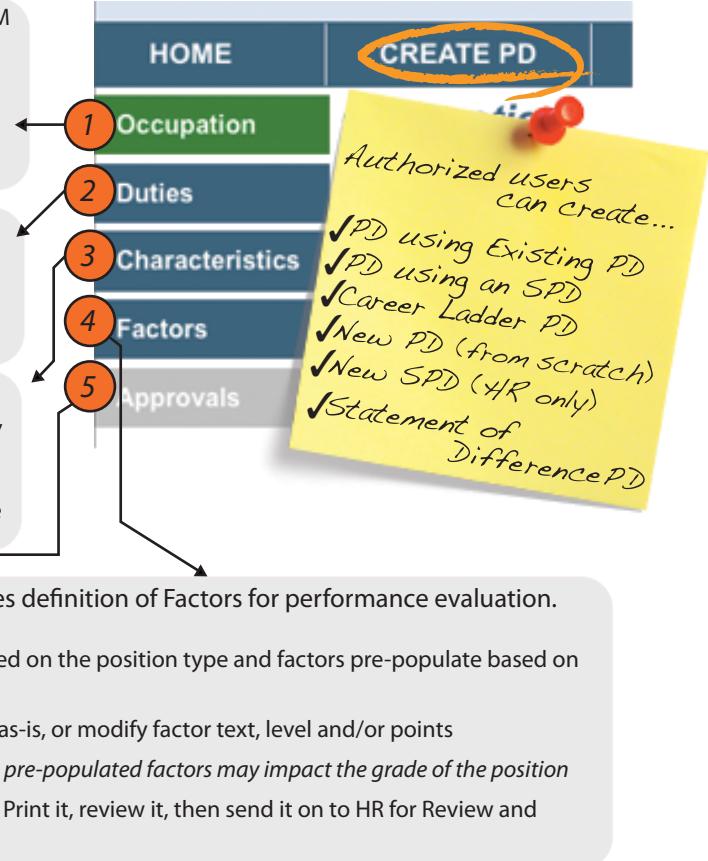
PD Express is a web-based tool for managers to create and store position descriptions and job analysis components (such as knowledge required by the position and selective factors). Managers and supervisors are in the driver's seat to establish critical positions and hire the right people at the right time. Through an automated suite of reliable reference materials, standard content can be pre-populated, allowing time to focus on unique aspects of the position. A workflow component tracks and streamlines the certification and classification process. *PD Express: The hiring process...improved.*

CREATE

- ✓ Select Pay Plan, Job Series, Proposed Grade and Full Performance Grade, OPM Job Title, and Position Type (*Managerial, Supervisory, Research, etc.*)
- ✓ Enter the FWS title
- ✓ Select from your personalized list of organization codes
- ✓ The required EEO/Diversity Statement is automatically added!

- ✓ Add and define Duties and Qualifications of the position, reuse or modify pre-populated duties (when your PD is based on an SPD or existing PD). Qualifications can also be added directly to a duty
- ✓ Major duties must constitute 100% of the total duties

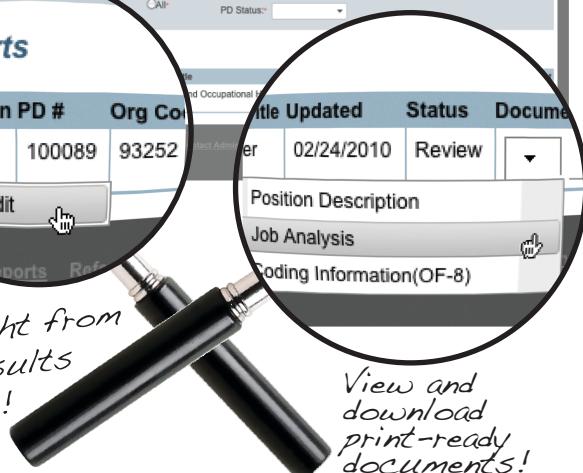
- ✓ Every PD requires a Supervisor Approval
- ✓ Approving Official required for:
 - New PDs (not based on existing)
 - High-grade PDs 14 and 15
- ✓ HR Classifier Approval is always required before publish
- ✓ HR Evaluator Approval is optional
- ✓ HR Classifier 15 review is needed on grade 15 or higher



SEARCH

The screenshot shows the PD Express search interface. The top navigation bar includes links for HOME, CREATE PD, SEARCH/REPORTS (circled in orange), REFERENCES, FAQ, HELP, and ADMIN. The user is logged in as Jerome West. The main search area allows searching by PD Number, Job Series, and Status. Below the search bar, a table displays search results for a PD Action PD # 100089 and Org Code 93252. The table columns include PD Action PD #, Org Code, Title, Updated, Status, and Document. An 'Edit' button is visible in the bottom left of the table row.

Edit right from the results screen!



View and download print-ready documents!

Resources at your Fingertips

One of the primary functions of PDExpress is to make the creation of standardized and compliant Positions Descriptions **quicker** and **easier**. Reusing approved PDs or SPDs will help you move through the process with speed and accuracy. It all starts with the Search...

Search Tips:

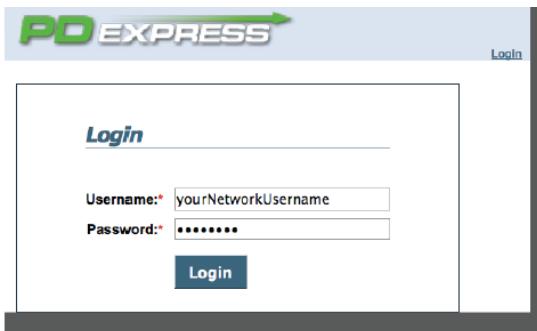
"What can I search?"

Search by PD number, Job Series or click "Advanced Search" to find PDs based on Grade, Position Title, Author, Status, and more. Your search results are based on your PDExpress access rights (primarily determined by your region and organization). From the search results you can view the Position Description, Job Analysis, Coding Information (OF-8), and Evaluation Statement of all published and in-progress PDs available for your edit, review or approval.

"Use the Published PD to create your own PD"

You can create another PD, or create a "Statement of Difference" PD, from any published PD. Modify unique attributes and submit for review and publish. The original PD remains untouched and the new PD gets a jumpstart through the workflow!

LOGIN



The screenshot shows the PD Express login interface. At the top, it says "PD EXPRESS" with a green arrow pointing right. Below that is a "Login" button. The main area has fields for "Username:" (containing "yourNetworkUsername") and "Password:" (containing "*****"). A "Login" button is at the bottom.

Your PDExpress login is synchronized with your network account (ie. user_name@fws.gov). Access, modifications, and approvals in PDExpress are tracked using your login.

Trouble Logging in?

"Your login attempt was not successful. Please try again."

Double check your username and password entry.

"You are not authorized to access PDExpress"

Contact your administrator to verify your account has appropriate rights within PDExpress.

DELEGATION

Planning on Being Away for Awhile?

Prevent your PDs from becoming Inactive!

Do you have a PD in draft, review, revise or final review status? In your absence, workflow time limits can inactivate a PD and force a restart of the process. The processing or handling of your not-yet-published PDs can be delegated to a qualified colleague. Click "Contact Administrator" and log a request for delegation before you leave!

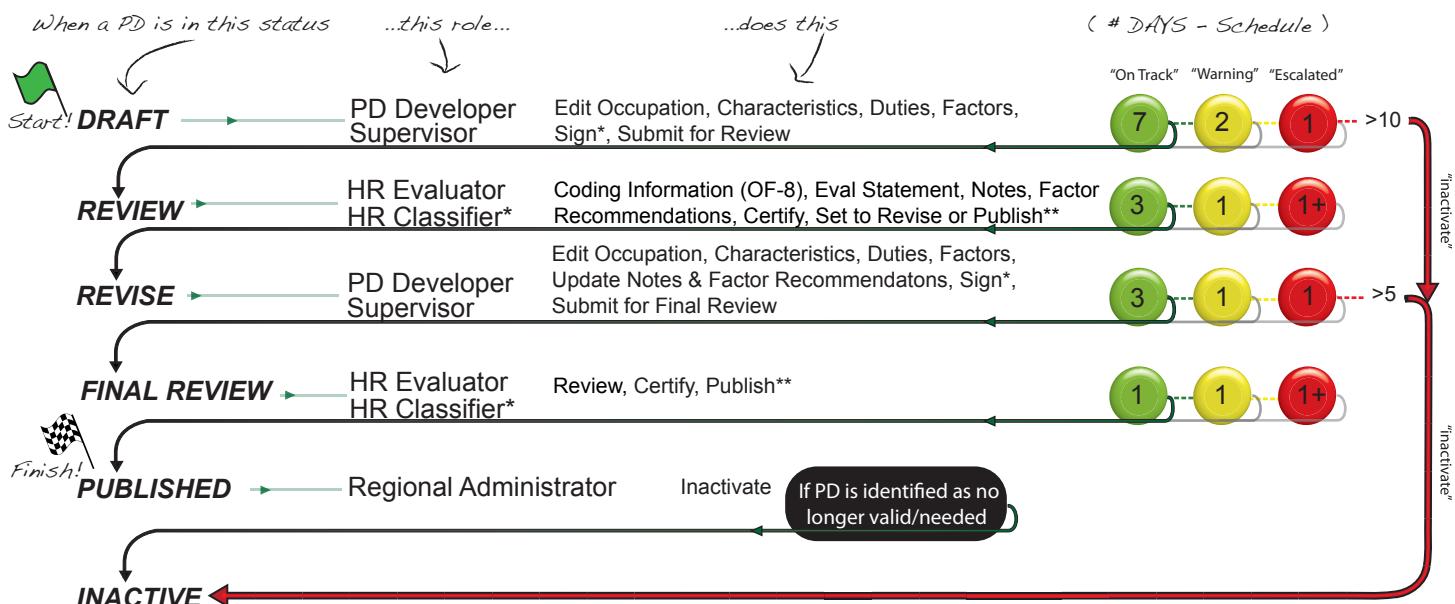
Your Regional Administrator is:
(Contact for Account and Technical Issues)

Name _____ Contact _____

STATUS & WORKFLOW

Keeping your PD on Track

Monitor your PDs in progress using the PDExpress dashboard. The following flow diagram shows the lifecycle of a Position Description, from Draft to Publish. An automated workflow limits days in process in order to keep the PD moving. For example, in DRAFT status a PD is active for 10 days. If, after the 10th day, the PD has not yet moved to REVIEW status, it becomes INACTIVE. Once a PD is set to inactive, it is unavailable for search, view or edit functionality. The process must start again, from the beginning.



U.S. Fish and Wildlife Service
PD EXPRESS

QUICK REFERENCE GUIDE
Login from the FWS portal or directly access at
<https://pdexpress.fws.doi.net>