

Department of Energy	
Two Digit PO Abbreviation – Immediate Office (e.g., HC – Hiring Services Division)	
Position Title, Series & Grade	
Organizational Title (delete this row if not applicable)	
Introduction	
This position is located in the (please include information about the mission of the program area) ...	
Major Duties	
List each major duties (1, 2, 3) and include percentages that total 100%. Major duties are typically 25% or greater. Lead duties are, at a minimum 25%.	
The duties listed should be important enough and broad enough to list in the job announcement in order to receive an acceptable number of qualified candidates but not so broad that they couldn't address performance issues at a later time if needed.	
Performs other duties as assigned.	
Factor 1 - Knowledge Required by the Position	Choose an item.
This factor answers two questions:	
<ul style="list-style-type: none"> • What kind and level of knowledge and skills are needed? • How are these knowledge/skills used in doing the work? 	
Factor 2 - Supervisory controls	Choose an item.
This factor includes:	
<ul style="list-style-type: none"> • The extent of direct or indirect control exercised by the supervisor. <ul style="list-style-type: none"> ○ How is work assigned? ○ How much instruction is given? ○ How are priorities and deadlines set? • The employee's responsibility in carrying out the work. <ul style="list-style-type: none"> ○ How much latitude does the employee have in determining how work is carried out? ○ How much do they consult with their supervisor, or someone designated by the supervisor (e.g., lead or higher graded employee)? • How is work reviewed? <ul style="list-style-type: none"> ○ Is the work reviewed at every step, spot-checked, or only at completion? ○ Why is the work being checked (e.g., conformance to policy, accuracy, etc.)? ○ Are changes often made based on higher level review? 	
Factor 3 - Guidelines	Choose an item.
Guides used can range from desk manuals, established procedures, policies, and reference materials such as dictionaries and handbooks.	
<ul style="list-style-type: none"> • Although different occupations may vary in specificity, applicability, and availability of these types of guidelines, you are selecting which types of reference materials would generally be available for an employee in order to complete their work and successfully perform the job. 	
Then, select how much judgment is required when determining how to use the available guidelines.	
<ul style="list-style-type: none"> • Are the guidelines so specific that the employee has to strictly adhere to them or are the guidelines so vague that the employee has to use considerable judgment to perform in-depth research and 	

develop new guidelines?	
Factor 4 - Complexity	Choose an item.
<p>The three parts of this factor consider:</p> <ul style="list-style-type: none"> the nature, number, variety, and intricacy of tasks, steps, processes, or methods in the work performed; the difficulty in identifying what needs to be done; and the difficulty and originality involved in performing the work. 	
Factor 5 - Scope and Effect	Choose an item.
<p>What is the purpose of the work?</p> <ul style="list-style-type: none"> Examples: <ul style="list-style-type: none"> The work involves the performance of specific, routine operations that include a few separate tasks or procedures. The work involves establishing criteria; formulating projects; assessing program effectiveness; or investigating or analyzing a variety of unusual conditions, problems, or questions. <p>What product or service does it affect?</p> <ul style="list-style-type: none"> Measures such things as whether the work output facilitates the work of others, provides timely services of a personal nature, or impacts on the adequacy of research conclusions. 	
Factor 6 - Personal Contacts	Choose an item.
<p>Measures who is contacted, the difficulty of communicating with those contacted and the setting in which contacts take place.</p> <ul style="list-style-type: none"> Are contacts within the immediate office, organization, agency, etc. or external to it? Both? Is the setting unstructured and do they know the role of the parties involved? What level of the organization does the person contacted occupy (e.g., Senior management, CEO, Congressional Committee member)? 	
Factor 7 - Purpose of Contacts	Choose an item.
<p>Measures the purpose of the contacts identified in Factor 6.</p> <ul style="list-style-type: none"> Is the employee exchanging facts, coordinating, and resolving problems? Does the employee need to be skillful in approaching people and groups or are they justifying and negotiating matters of significance? 	
Factor 8 - Physical Demands	Choose an item.
<p>The requirements and physical demands placed on the employee by the work assignment.</p> <ul style="list-style-type: none"> Examples include climbing, lifting, pushing, balancing, stooping, kneeling, crouching, crawling, or reaching. What is the frequency or intensity of physical exertion? 	
Factor 9 - Work Environment	Choose an item.
<p>The risks and discomforts in the employee's physical surroundings, or the nature of the work assigned, and the safety regulations required.</p> <ul style="list-style-type: none"> What is the frequency of exposure to potentially unsafe conditions? 	
Total Points:	
Final Grade: Choose an item.	
Grade Range: Choose an item.	
Conditions of Employment	

Financial Disclosure:	Choose an item.
Position Designation:	Choose an item.
Testing Designated Position:	Choose an item.
Travel Required:	Choose an item.
TQP:	Choose an item.
Certifications/License:	
Emergency Essential:	Choose an item.
Other:	
Title and Series Determination	
Other Significant Facts	
Bargaining Unit Status Code:	Choose an item.
Functional Code:	Choose an item.
CyberSecurity Code:	Choose an item. Choose an item. Choose an item.
Full Performance Level:	Choose an item.
PD Tracking Number:	
Fair Labor Standards Act Determination: Choose an item.	