

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. Supervisory 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 later, if needed.	
Performs other duties as assigned.	
Factor 1 - Program Scope and Effect	Choose an item.
SCOPE addresses the general complexity and breadth of: <ul style="list-style-type: none"> - The program (or program segment) directed. - The work directed, the products produced, or the services delivered. - The geographic and organizational coverage of the program (or program segment) within the agency structure is included under Scope. EFFECT 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	Choose an item.
This factor considers the organizational situation of the supervisory position in relation to higher levels of management. <ul style="list-style-type: none"> - The Classifier will generally determine this based off the current org structure/chart. 	
Factor 3 - Supervisory and Managerial Authority Exercised	Choose an item.
This factor covers the delegated supervisory and managerial authorities which are exercised on a recurring basis. <ul style="list-style-type: none"> - Restating/summarizing the supervisory functions from Major Duties. 	
Factor 4A - Personal Contacts	Choose an item.
This subfactor covers the organizational relationships, authority or influence level, setting, and difficulty of preparation associated with making personal contacts involved in supervisory and managerial work. <ul style="list-style-type: none"> - Who is being contacted? - Where and how is contact taking place (e.g., ad hoc phone calls, meetings, conferences, etc.)? 	
Factor 4B - Purpose of Contacts	Choose an item.
This subfactor covers the purpose of the personal contacts credited in Subfactor 4A, including the advisory, representational, negotiating, and commitment making responsibilities related to supervision and management.	
Factor 5 - Difficulty of Typical Work Directed	Choose an item.

<p>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.</p> <ul style="list-style-type: none"> - The Classifier will generally determine this based off the current org structure/chart and subordinate position descriptions. 	
Factor 6 - Other Conditions	Choose an item.
<p>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. Examples of possible conditions:</p> <ul style="list-style-type: none"> - basic supervision over a stable workforce performing work operations that are routine; - supervisor has full and final technical authority over the work, which requires coordination and integration of work efforts; - significant demands on the supervisor to resolve conflicts and maintain compatibility of interpretation, judgment, logic, and policy application; - type and level of work directed. 	
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:	8888 - Supervisory
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.	