

# CHAPTER 511 POSITION CLASSIFICATION

## APPENDIX A GUIDE FOR WRITING POSITION DESCRIPTIONS IN THE FACTOR EVALUATION (FES) FORMAT

1. **INTRODUCTION.** Give the complete organizational location of the position, as well as the purpose of the position. (Please note: If the location involves a reorganization or change in title of the organization, please so state.)

### 2. MAJOR DUTIES

a. If the position is that of a supervisor describe the specific supervisory duties assigned to the position such as leave approval, performance evaluation, discipline etc. Identify all subordinates (military with Officer/Enlisted designations and civilians with designations such as GS-334-9). Specify the percentage of time required for supervisory duties; and/or

b. Describe the nonsupervisory duties assigned to the position. Approximate the percentage of time required for each major duty described.

### 3. FACTORS

a. *Factor 1, Knowledge Required by the Position.* Kind or nature of knowledge and skills needed. How these knowledge and skills are used in doing the work.

b. *Factor 2, Supervisory Controls.* Identify the supervisor of the position. Specify how the work is assigned, the employee's responsibility for carrying out the work and how the work is reviewed.

c. *Factor 3, Guidelines.* The nature of guidelines for performing the work and judgement needed to apply the references or develop new guides.

d. *Factor 4, Complexity.* The nature of the assignment, difficulty in identifying what needs to be done, difficulty and/or originality involved in performing the work.

e. *Factor 5, Scope and Effect.* Purpose of the work and impact of the work product or service.

f. *Factor 6, Personal Contacts.* People with whom and conditions under which contacts are made.

g. *Factor 7, Purpose of Contacts.* Reasons for contacts described in Factor 6 and level of skill needed to accomplish work through person-to-person activities.

h. *Factor 8, Physical Demands.* Identify the nature, frequency and intensity of physical activity.

i. *Factor 9, Work Environment.* The kind of environment in which the work is performed (e.g., office setting, warehouse, aboard ship, etc.).

4. **SPECIAL REQUIREMENTS.** Any special requirements of the position, such as the need for other than incidental travel, a motor vehicle operator's license, etc., should be identified in this section. Position sensitivity, i.e., nonsensitive, noncritical-sensitive or critical-sensitive, along with clearance requirements (Top Secret, Secret, etc.) should also be shown here. Any requirements for overtime hours or unusual working hours or conditions may be addressed here as well.