

**Position Evaluation Report  
Position Number**

**Position Identification:**

Current Title, Pay Plan-Series-Grade, Organizational Location, city, state.

**Classification References:**

Cite all classification standards and appeal decisions used as references, in this order.

Examples –

A. OPM Position Classification Flysheet for Miscellaneous Administration and Program Series, GS-0301, January 1979.

B. OPM Administrative Analysis Grade Evaluation Guide, August 1990.

C. OPM decision number: C-0301-11-02, dated February 28, 2002.

**Background Information:**

Include relevant background information such as why the position is being reviewed and what has changed in the organization or the position. Include any other pertinent information to the classification request that may impact the position. Include the pay plan/series/grade for the requested position.

**Series and Title Determination:**

Rationale for selecting the series and title for the position. For example:

“The primary purpose of this position is to ..... The requisite knowledge include ..... The ..... series was considered, however, this requires knowledge of ..... which is not found in this position. The ..... series appears to be appropriate for this position as it covers work such as ..... and requires knowledge of ..... The prescribed OPM title is ..... OR There is no prescribed title in the series and the following is constructed using OPM guidelines: ..... The parenthetical title of ..... is added because the position requires knowledge of ..... Final determination is ..... (pay plan-series, and title).

**Grade Level Determination:**

Conduct a comparison of **major duties (those that exceed 25% of the time)**, knowledge required, responsibilities, and authorities assigned to the position against grade level criteria in the appropriate position classification standards. Work must meet the **full intent** of the level described, not just mirror a few words that are mentioned in the standard. For example, the supervisor states that the secretary analyzes the incoming correspondence to determine the

proper distribution or analyzes office processes and determines that an SOP is necessary. This is an overstatement of the secretary's responsibilities as this employee is not using analytical and evaluative techniques such as literature searches, work measurements, or task analysis to make recommendations as defined by OPM for analytical work. The secretary actually receives and routes the correspondence to the appropriate recipient and recommends changes in internal policies.

a. Positions evaluated using the Factor Evaluation System format:

This includes a comparison of the major duties, responsibilities, and authorities assigned to the position against grade level criteria in the position classification standard. Describe how the position meets the identified factor level criteria; how it exceeds the next lower level criteria; and how it does not meet the next higher level criteria. For example:

The position meets Level 1-4. The employee performs all those duties and the position requires all knowledge described at Level 1-3, in addition to ..... This is equivalent to Level 1-4 that describes ..... The position fails to meet Level 1-5 because .....

b. Positions evaluated using the Narrative Format:

Classification Guides and Standards written in the Narrative Format do not contain factor levels. These Guides and Standards are normally comprised of two factors; Nature of Assignment and Level of Responsibility. Although the Narrative Format differs from the FES format, much of the same information is included. For example, Nature of Assignment usually describes Factor 1, Knowledge Required, and Factor 4, Complexity.

Level of Responsibility usually describes Factor 2, Supervisory Controls; Factor 3, Guidelines; Factor 6, Contacts; and Factor 7, Purpose of Contacts.

As with the FES Format, identify how the position meets the identified grade level criteria, exceeds the next lower grade level criteria, and does not meet the criteria at the next higher level.

Be sure to address all elements within the factors.

When the position performs work covered by 2 or more series, evaluate the work using the appropriate OPM Standards and Guides as described above. In addition, if the position is a Supervisor, evaluate the supervisory duties using the General Schedule Supervisory Guide.

**Final Determination:**

Based on the foregoing evaluation, this position is properly certified as (Title, Pay Plan-Series-Grade).

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Human Resources Specialist

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Date

Attachments, if applicable  
GSSG – Position Evaluation Summary