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Position Description Assignment

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OPM HR SOLUTIONS
by government, for government

U.S. Office of Personnel Management
1900 E Street, NW, Washington, DC 20415

Completing the Position Description Assignment

1. To open a Position Description (PD) assignment, click the URL from the review notification email or log directly into USA Staffing. If logging into USA Staffing directly, you will need to find the appropriate Assignment on the Assignment Dashboard. Once found, click on the Assignment name (blue hyperlink).

2. Each PD assignment will include specific details and instructions regarding the actions you should take and the date the assignment must be completed by. When you open an assignment for the first time, the instructions from your HR office will display. If at any time you would like to see the instructions again, you can click the View Instructions button on the top right corner of the page.

3. To view the Position Description, click on **“View PD PDF”**

A Position Description is divided into four main sections:

- **Position Details** documents key elements about the position description such as Series, Grade, Supervisory status, and more. While it's not possible to directly edit these elements in the assignment, you may add comments or suggested changes in the "Comments" section in the right panel for HR to consider.
Note: As you navigate from one page to the next, remember to click the Save and Continue button so your changes are not lost.
- **Position Competencies** are recognized as a measurable pattern of knowledge, skills, abilities, behaviors, and other characteristics that an individual requires to successfully perform the duties of the position. Just like with Position Details, you may not directly edit the associated competencies, but you may add comments or suggested changes in the "Comments" section in the right panel for HR to consider.
- **Position Duties** include narrative descriptions of all core duties associated with the position as well as "Other Related Duties". Within each section, you can change text, remove text, or provide additional details as needed. As you make changes, proposed additions will be highlighted in green; and proposed deletions will be highlighted in red.
- **Classification Factors** will vary depending on the type of job being classified but may include items related to the skills and knowledge required by the position, physical requirements, or other elements. Once again, it's not possible to directly edit these items, but you may add comments or suggested changes in the "Comments" section in the right panel for HR to consider.

Some PD assignments may include other reviewers in addition to yourself. To help with this collaboration, USA Staffing will provide a warning if more than one reviewer is in the same section of a PD the same time – such as Position Duties. While another user is actively making edits, you will not be able to make edits to preserve the integrity of the PD text. Changes made by other users will also be identified by highlighted text and you may see who made the change and when the change was made by hovering over the addition or deletion.

4. Once you, and other reviewers if assigned, have completed your review of the PD, and if your permissions allow, click the "**Return Review**" button on the **Classification Factors** section to return the Assignment. If you do not see this option, you are finished when have reviewed all PD sections and should follow any additional instructions your HR contact included with the assignment.

Note: Changes cannot be made to assignments that have been returned to HR.

5. When Returning a PD Assignment, you may be prompted to **Authorize** the PD if HR included this option. Clicking **Authorize** will apply an electronic signature to the PD. Alternatively, if there are changes you have suggested, you may simply click **Return** to notify HR that you have completed your review and will collaborate on the suggested changes before signing the PD.

