



USA Staffing[®]

Classification Work Group

March 4, 2021

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Agenda

- Demo of **Position Description Review** Functionality
- Preview of other **Upcoming Changes**
- Overview of PD Review **Implementation Plan**
- **Customer Testing and Feedback**
- **Open Q&A**



Participant Poll

- Go to **menti.com**
- Enter code **4065 0049**



Overview of Position Description Reviews



- **Automates** the Position Description review and authorization process
- The PD Review **originates** from the Classifier
- The Hiring Manager reviews the PD and **provides comments/edits** to the content
- The Hiring Manager and the Classifier can **Authorize** the PD in USA Staffing



Live Demonstration





Other Upcoming Changes

USA Staffing® Stage [Home](#) [Staffing](#) [Classification](#) [Recruit](#) [Admin](#) [Reports](#) [Search](#)

CLASSIFICATION ▾

[Position Descriptions](#) [20190227-Demo PDFs](#)

Position Description Number 20190227-Demo PDFs	Position Title HR Specialist	Pay Plan GS	Series 0201	Grade 12	Status Draft
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[Position Information](#) [Settings](#) [Duties](#) [Competencies](#) [Factors](#) [Evaluation](#) [Authorizations](#)

Position Information * = Required

☐ Interdisciplinary

Position Description Number * 20190227-Demo PDFs	Position Title * HR Specialist	Organizational Title Human Resources Specialist
Pay Plan * GS	Series 0201 - Human Resources Management	Specialties Classification Recruitment +
Grade 12	Full Performance Level 13	Supervisory Status 8 - All Other Positions
Classification System * Factor Evaluation System		



PD Review Implementation Plan

1. Comprehensive Testing in Stage



2. Collect Customer Feedback



3. Deploy Functionality to Production



PD Review Implementation Plan

1. Comprehensive Testing in Stage



- Test your PD Review workflow in USA Staffing
- Identify any gaps in functionality
- Consider what implementation would look like for you



PD Review Implementation Plan

2. Collect Customer Feedback



- Provide testing feedback to your account manager:
 - Required improvements
 - Helpful improvements
- Share your implementation plan



PD Review Implementation Plan

3. Deploy Functionality to Production

- Timeline is dependent on:
 - Successful completion of internal and external testing
 - Resolution of issues identified in testing
 - Customer implementation plans





Participant Poll

- Go to **menti.com**
- Enter code **4065 0049**



Questions And Discussion

For additional information, please contact:

Joe Sciarillo

USA Staffing

Federal Staffing Center, US Office of Personnel Management

Joseph.sciarillo@opm.gov



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Position Descriptions PD 12345

Position Description Number PD 12345 Position Title Contract Specialist Pay Plan GS Series 1102 Grade 14 Status Draft

Position Information Settings Duties Competencies Factors Evaluation Authorizations Documents (0) History

Position Information * = Required ☐ Interdisciplinary

Position Description Number *	Position Title *	Organizational Title
PD 12345	Contract Specialist	

Pay Plan *	Series	Specialties
GS	1102 - Contracting	+

Grade	Full Performance Level	Supervisory Status
14	14	8 - All Other Positions

Classification System *

Factor Evaluation System

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[Create Review](#)
[Position Description PDF](#)
[Position Description Cover Sheet PDF](#)
[Copy Position Description](#)
[PD Package PDF](#)

Date of Position Approval

Last Modified Date

2/24/2021 10:49 EST

Linked Position Descriptions

[Link Position Description](#)

[Publish](#) [Save](#) [Cancel](#) [Archive](#) [Delete](#)

[https://usastaffing.staffingtest.opm.gov/Classification/Position/Edit/62764?activeSubtab=Position Information#](https://usastaffing.staffingtest.opm.gov/Classification/Position/Edit/62764?activeSubtab=Position%20Information#)



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CLASSIFICATION

Position Descriptions

PD 12345

Review: Position Description Review

Review Name

Position Description Review

Review Type

Position Description

Status

Not Sent

Due

2/27/2021

Review Information

Review Assignments

Documents 0

Notes 0

History

Review Information

Position Description *
PD 12345: Contract Specialist

Review Name: *
Position Description Review

Owner:
Joe Sclarillo

Due Date: *
2/27/2021

Auto Recall Date:
2/28/2021

Review Instructions

Please review this draft Position Description and provide comments/edits at your earliest convenience.

Save



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Position Descriptions PD 12345 Review: Position Description Review

Review Name: Position Description Review Review Type: Position Description Status: Not Sent Due: 2/27/2021

Review Information Review Assignments Documents (0) Notes (0) History

Add Reviewer

Review Assignments

Status	Reviewer Name	Phone	Email	Return To HR	Allow Authorization

Save Send Review



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Add Reviewers

Filters

Customer A

First Name

sciarillo

E-mail

Search

Name	E-mail	User Type(s)	
Joe Sciarillo	joseph.sciarillo@opm.gov	Human Resources User and Hiring Manager User	Add

Reviews to Add (0)

Save & Close

Cancel



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Position Descriptions PD 12345 Review: Position Description Review

Review Name: Position Description Review Review Type: Position Description Status: Not Sent Due: 2/27/2021

Review Information Review Assignments Documents (0) Notes (0) History

Review Assignments

Status	Reviewer Name	Phone	Email	Return To HR	Allow Authorization	
+	Joe Sclarillo	(202) 210-8757	joseph.sclarillo@opm.gov	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Remove

Save Send Review



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Reviews 3

Filters: Active X Change Reset

Position Title, Request #, Review Name Search

Review Name	Review Type	Position Title	Other Reviewers	Due	Request Numbers
Certificate	Applicant List	Program Analyst	None	10/18/2017	20170921-63934
Position Description Review	Position Description		None	02/27/2021	
Stored List	Panel Review	Program Analyst	None	11/07/2017	20170921-63934



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Position Description Review: Position Description Review

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① Position Details

Details

Position Title
Organizational Title
Position Description Number
Pay Plan
Occupational Series
Grade
Specialties
Full Performance Level
Classification System
Supervisory Status

Status

Position Status
Position Status Explanation
Service
Fair Labor Standards Act

Security

Position Sensitivity and Risk

Competition

Competitive Level
Bargaining Unit Status
Bargaining Unit Code

Function

Functional Classification Code

Factor Evaluation System
6 - All Other Positions

Competitive
Headquarters
Exempt (E)

High Risk (HR)

Non Bargaining

Position Description Instructions

Please review this draft Position Description and provide comments/edits at your earliest convenience.

Close

④ Classification Factors

Comments

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① Position Details	② Position Competencies	③ Position Duties	④ Classification Factors																				
<div>Details</div> <table><tr><td>Position Title</td><td>Contract Specialist</td></tr><tr><td>Organizational Title</td><td></td></tr><tr><td>Position Description Number</td><td>PD 12345</td></tr><tr><td>Pay Plan</td><td>GS - General Schedule (Ch. 51, 5 U.S.C.).</td></tr><tr><td>Occupational Series</td><td>1102 - Contracting</td></tr><tr><td>Grade</td><td>14</td></tr><tr><td>Specialties</td><td>None</td></tr><tr><td>Full Performance Level</td><td>14</td></tr><tr><td>Classification System</td><td>Factor Evaluation System</td></tr><tr><td>Supervisory Status</td><td>8 - All Other Positions</td></tr></table>			Position Title	Contract Specialist	Organizational Title		Position Description Number	PD 12345	Pay Plan	GS - General Schedule (Ch. 51, 5 U.S.C.).	Occupational Series	1102 - Contracting	Grade	14	Specialties	None	Full Performance Level	14	Classification System	Factor Evaluation System	Supervisory Status	8 - All Other Positions	<div>Comments</div> <div>0 of 5000</div>
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① Position Details

② Position Competencies

③ Position Duties

④ Classification Factors

Competencies

Contracting/Procurement	Knowledge of various types of contracts, techniques for contracting or procurement, and contract negotiation and administration.
Influencing/Negotiating	Persuades others to accept recommendations, cooperate, or change their behavior; works with others towards an agreement; negotiates to find mutually acceptable solutions.
Integrity/Honesty	Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy.
Planning and Evaluating	Organizes work, sets priorities, and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organizations or parts of the organization to accomplish goals; monitors progress and evaluates outcomes.
Writing	Recognizes or uses correct English grammar, punctuation, and spelling; communicates information (for example, facts, ideas, or messages) in a succinct and organized manner; produces written information, which may include technical material that is appropriate for the intended audience.

Comments

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1 Position Details

2 Position Competencies

3 Position Duties

4 Classification Factors

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Introductory Statement

The primary purpose of this position is: To serve as a **warranted** contracting officer. To provide business advice and to perform all **preaward** and **postaward** functions for a wide variety of highly specialized procurements of significant importance to the agency or multiple agencies using a wide range of contracting methods and types. To procure services, commodities, and/or construction for complex and/or diversified programs such as Program Executive Officer (PEO) programs; Acquisition Category (ACAT) rated programs; enterprise-wide strategic sourcing initiatives or programs affecting strategic national objectives; research, development, production, operational test and evaluation, sustainment of extensive specialized equipment or systems, state-of-the-art systems, and/or programs and equipment that are not well defined or span successive program stages.

Duties and Responsibilities

Duty #1

Percentage of Duties: 30 %

As part of an Integrated Acquisition Team, plans and communicates the overall approach to meet contracting program objectives for a wide range of AF-wide, DoD-wide, or multiple agency multi-million or billion dollar programs or systems that span multiple years or involve successive program stages. Reviews complex requirements packages for adequacy and compliance, and procedural requirements. Reviews previous history, market conditions, and specifications or technical data packages and develops a well-organized, realistic, and sound contracting plan to meet the government's needs. Coordinates and performs long-range planning efforts within a wide variety of contract types and contracting methods, for programs which support different, complex organizational functions. Analyzes market trends, applies any available commercial practices, conditions and technological advances to the acquisition. Analyzes difficult, multi-faceted contracting issues; determines and implements course of action which in many cases departs from previous approaches. Participates as a member of the acquisition planning team which may include a program manager, technical experts, legal representatives, finance representatives and/or contract pricing personnel to formulate the Acquisition Strategy which includes determining the contract type, discussing competition issues, subcontracting policies, small business set-aside policies, cost considerations or financing arrangements needed to fit special circumstances, possible international considerations such as currency and Status of Forces Agreements (SOFA), and developing procurement objectives and milestones. As required by the lack of cost and pricing information, explores new or innovative contracting approaches, including use of pricing arrangements or incentives, to arrive at an equitable contract arrangement. Reviews requirement to determine whether, based on market analysis, the requirement can be performed by and should be set aside for any/all types of small businesses; and/or ensures the acquisition contains small business goals. Resolves problems which limit competition, and/or modifies clauses or provisions which discourage potential offerors. Advises program officials of the procurement objectives to be used and assists in the preparation/development of the performance work statement/statement of work/statement of objectives or data requirements. Procurements usually involve a variety of complexities, such as design instability in the early phases of the acquisition cycle, resulting in frequent design and performance

Duty #2

Percentage of Duties: 40 %



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① Position Details	② Position Competencies	③ Position Duties	④ Classification Factors
Factor Evaluation System			Comments
Factor 1: Knowledge Required by the Position Comprehensive professional knowledge of acquisition			<div>0 of 5000</div>
Factor 2: Supervisory Controls Supervisory control over multiple procurement specialists.			
Factor 3: Guidelines Completes procurement work within Federal guidelines.			
Factor 4: Complexity Work involves evaluating the operations and effectiveness of the Agency's contracting policy processes.			
Factor 5: Scope and Effect The purpose of this position is to develop policy statements and other program guidance and to identify and make recommendations to improve the efficiency and effectiveness of procurement programs.			
Factor 6: Personal Contacts Contacts are with a wide variety of people at all levels within and outside the organization.			
Factor 7: Purpose of Contacts Contacts are made for the purpose of facilitating the exchange of ideas and information, negotiating and resolving procurement issues.			
Factor 8: Physical Demands No unusual physical effort is required.			
Factor 9: Work Environment The work is performed in a clean office setting with no environmental hazards; some travel may be necessary.			
Level 1, 1850 points			
Level 2, 450 points			
Level 3, 450 points			
Level 4, 325 points			
Level 5, 325 points			
Level 6, 110 points			
Level 7, 120 points			
Level 8, 5 points			
Level 9, 5 points			
References			

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① Position Details

② Position Competencies

③ Position Duties

④ Classification Factors

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Factor Evaluation System

Factor 1: Knowledge Required by the Position

Comprehensive professional knowledge of acquisition.

Factor 2: Supervisory Controls

Supervisory control over multiple procurement specialists.

Factor 3: Guidelines

Completes procurement work within Federal guidelines.

Factor 4: Complexity

Work involves evaluating the operations and effectiveness of the Agency's contracting policy processes.

Factor 5: Scope and Effect

The purpose of this position is to develop policy statements and other program guidance and to identify and make recommendations to improve the efficiency and effectiveness of procurement programs.

Factor 6: Personal Contacts

Contacts are with a wide variety of people at all levels within and outside the organization.

Factor 7: Purpose of Contacts

Contacts are made for the purpose of facilitating the exchange of ideas and information, negotiating and resolving procurement issues.

Factor 8: Physical Demands

No unusual physical effort is required.

Factor 9: Work Environment

The work is performed in a clean office setting with no environmental hazards; some travel may be necessary.

References

Level 2, 450 points

Level 3, 450 points

Level 4, 325 points

Level 5, 325 points

Level 6, 110 points

Level 7, 120 points

Level 8, 5 points

Level 9, 5 points

Comments

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No additional comments here

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① Position Details

② Position Competencies

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④ Classification Factors

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Factor Evaluation System

Factor 1: Knowledge Required by the Position

Comprehensive professional knowledge of acquisition

Factor 2: Supervisory Controls

Supervisory control over multiple procurement specialists.

Factor 3: Guidelines

Completes procurement work within Federal guidelines.

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Contacts are made for the purpose of facilitating the exchange of ideas and information, negotiating and resolving procurement issues.

Factor 8: Physical Demands

No unusual physical effort is required.

Factor 9: Work Environment

The work is performed in a clean office setting with no environmental hazards; some travel may be necessary.

Level 3, 450 points

Level 4, 325 points

Level 5, 325 points

Level 6, 110 points

Level 7, 120 points

Level 8, 5 points

Level 9, 5 points

Comments

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No additional comments here

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Approval and Authorization

I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

AuthorizeCancel



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Position Descriptions PD 12345 Review: Position Description Review

Review Name: Position Description Review Review Type: Position Description Status: **Returned** Due: 2/27/2021

Review Information Review Assignments Documents (0) Notes (0) History

Review Assignments Add Reviewer

Status	Reviewer Name	Phone	Email	Return To HR	Allow Authorization	
<input checked="" type="checkbox"/>	Joe Sciarillo	(202) 210-8757	joseph.sciarillo@opm.gov	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Remove

Assignment Status Completed On

Position Description	✓	Completed On 2/24/2021 11:03 EST
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Save Send Review



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Isn't this considered a supervisory position?



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Position Competencies Review

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Can we include Oral Communication as a competency for this position?



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Classification Factors Review

No additional comments here