



# Position Classification (PC) Guide

# Log-In Screen

In order to sign into the Position Classification (PC) system as a Manager, Supervisor or Selecting Official, enter your assigned user name and password.

If you have an account, sign in as you normally would. If you have questions or would like to gain access to the system, please contact your servicing HRO.

**MONSTER**  
GOVERNMENT SOLUTIONS

Log In

Username

Password

Submit

[Do not have an account or forgot your password?](#)

This is a Federal computer system and is the property of the United States Government. It is for authorized use only. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy. Any or all uses of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to agencies. By using this system, the user consents to such interception, monitoring, recording, copying, auditing, inspection and disclosure at the discretion of authorized site or United States Government personnel. Unauthorized or improper use of this system may result in administrative disciplinary and civil and criminal penalties. When accessing a system that contains personally identifiable information, users should adhere to the [rules of behavior](#). By continuing to use this system you indicate your awareness of and consent to these terms and conditions of use. You will be required to accept the terms and conditions when you login.

**Maximum System Inactivity Time:**

A period of inactivity may cause you to be automatically logged out of the system. Inactivity may be defined as anything other than submitting a form by clicking a submit button or requesting a new page by clicking a link. Due to security purposes your session will expire if you exceed the Maximum System Inactivity Time. You will NOT be notified prior to logout if this is about to occur. To prevent your session from expiring you may click a submit button or click a link.

Your Maximum System Inactivity Time is displayed upon login to the system. If you feel you require extra time to complete processes please contact your System Administrator ([bars@usgs.gov](mailto:bars@usgs.gov)) to adjust your Maximum System Inactivity Time.

# Position Classification Module



## Hiring Management

Manage vacancy announcements, applicants and applications



## Position Classification

Create and manage position descriptions and other position related documentation

To access your dashboard in Position Classification, please select the Position Classification module from the Launch Pad.

# PC Dashboard

The dashboard view allows you to see what stage of the workflow and approval process your classification documents are in. Depending on where they are, you will have various options that can be found in the “Actions” drop down menu.

The screenshot displays the 'My Document Process Center' dashboard. At the top, there is a navigation menu with items: Dashboard, PD Builder Wizard, Listings, Usage Reports, Reference Library, Utility, and Admin Dashboard. Below this is a search bar and the title 'My Document Process Center'. The main content area is divided into three sections: 'My Inbox Total: 2', 'Sent for Review Total: 0', and 'My Approved Total: 0'. The 'My Inbox' section contains a table with columns: Component, Package, Department, Modified Date, Sent from, and Actions. Two rows are visible, both for 'For Review' status. The first row is for 'Assistant Director of Human Resources, GS-0201-09' (Package 8042) and the second is for 'Human Resources Specialist, GS-0201-13' (Package 8028). Both are from 'Sarah Steward' and dated '08/22/2013'. An 'Actions' dropdown menu is open over the second row, listing options: View, Compare, Edit, Delete, Submit, Return, Approve, Create Cover Sheet, and Attach a File. Below the table is a 'Show 10 results per page GO' control. The 'Sent for Review' and 'My Approved' sections have similar table headers and 'Show 10 results per page GO' controls. At the bottom, there is a footer with 'Launch Pad', 'Legend', 'Help', and 'Sign Out'.

At the top of the dashboard (as well as all pages throughout PC) you can use the menu bar to access tools or reference material you may need.



# Listings

# PD Listings

Dashboard PD Builder Wizard Listings Reference Library Utility

Home Listing

## Listing

Enter keywords to search:

Title  Series  Tracking No  Agency Tracking No  Creator  
 Duty Statements  Occupational Group  Department  Supervisor Approver

595 items found, displaying 1 to 25. Show Filters

All (595) Standard PD Library (3) Non-Standard PD Archive (592)

Title	Series	Grade	Department	Assigned To	Modified Date	PD Status	Creation Method	Actions
>> Budget Analyst 9007	0560 Budget Analysis	GS	Administrative Law Judges BOS/NY	Sarah Steward (Created by: Sarah Steward)	08/22/2013	In Progress Non-Standard PD	PD Builder	Actions
>> Assistant Director of Human Resources 8042	0201 Human Resources Management	GS-09	Agency Wide – Standard PDs	MGS_Sally ZZLyberger (Created by: MGS_Sally ZZLyberger)	08/22/2013	Approved Non-Standard PD	Custom PD Builder	Actions
>> Human Resources Specialist 8028	0201 Human Resources Management	GS	Agency Wide – Standard PDs	Sarah Steward (Created by: Sarah Steward)	08/22/2013	Pending Changes Non-Standard PD	SOD	Actions
>> Statistician (Economics) 9003	1530 Statistics Series	GS-13	Agency Wide – Standard PDs	Lauren Duvall (Created by: Lauren Duvall)	08/21/2013	Approved Standard PD	Copy [Builder]	Actions

By clicking the "Listing" header, you will find access to the Non-Standard PD Archive which houses built and saved position descriptions and their corresponding PD documents. *The PD Listings is the best place to search for a specific PD.* **Please note:** All Standard Position Descriptions will not be stored within the PC system. They can be found on the Internet at: <http://www.usgs.gov/humancapital/hr/nationwidepd.html> or via the Office of Human Capital A-Z Index under "P" for Position Descriptions (Nationwide Standards).

# PD Listings

Some key features of the PD listing include:

- Advanced search functions
- Display fields
  - PD Tracking Number, Creation Method, Documents, Title, Organizational Title, Department, Assigned Users, Series, Grade, Interdisciplinary, Status, Active/Inactive, Has Career Ladder
- Actions
  - Permission-based
  - View, Edit, Submit, Delete.

All (595)	Standard PD Library (3)	Non-Standard PD Archive (592)							
Title	Series	Grade	Department	Assigned To	Modified Date	PD Status	Creation Method	Actions	
>> Budget Analyst 9007 	0560 Budget Analysis	GS	Administrative Law Judges BOS/NY	Sarah Steward (Created by: Sarah Steward)	08/22/2013	In Progress Non-Standard PD	PD Builder	 Actions	
>> Assistant Director of Human Resources 8042  	0201 Human Resources Management	GS-09	Agency Wide – Standard PDs	MGS_Sally ZZLyberger (Created by: MGS_Sally ZZLyberger)	08/22/2013	Approved Non-Standard PD	Custom PD Builder	 Actions	
>> Human Resources Specialist 8028  	0201 Human Resources Management	GS	Agency Wide – Standard PDs	Sarah Steward (Created by: Sarah Steward)	08/22/2013	Pending Changes Non-Standard PD	SOD	 Actions	
>> Statistician (Economics) 9003 	1530 Statistics Series	GS-13	Agency Wide – Standard PDs	Lauren Duvall (Created by: Lauren)	08/21/2013	Approved Standard PD	Copy [Builder]	 Actions	

# PD Listings

View all of the information about a PD in PC including the status, and if the PD has a cover sheet and/or a career ladder associated with it.

**Listing**

Enter keywords to search:

Title  Series  Tracking No  Agency Tracking No  Creator  
 Duty Statements  Occupational Group  Department  Supervisor Approver

595 items found, displaying 1 to 25.

**Filters** Hide Filters

Series Code:  Home Department:   Last modified date:

Pay Code:  First Sub-Division:   Career Ladder:

Creation Method:  Second Sub-Division:  Cover Sheet:

Assigned To:  PD/FS Status:  Eval Statement:

Active/Inactive/Terminated:  Interdisciplinary:

All (595) Standard PD Library (3) Non-Standard PD Archive (592)

Title	Series	Grade	Department	Assigned To	Modified Date	PD Status	Creation Method	Actions
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To search for a PD, select the search criteria from the list of filters. You can hide or show the filter options as needed. Enter the corresponding data and select "Apply Filter". You can use multiple filters at once as needed.



# Building Position Descriptions

# How to Build a Position Description:

## Build a PD using the PD Builder tool...

The screenshot displays the 'My Document Process Center' dashboard. At the top, a navigation bar includes 'Dashboard', 'PD Builder Wizard', 'Listings', 'Usage Reports', 'Reference Library', 'Utility', and 'Admin Dashboard'. Below this, a search bar and 'Search' button are visible. The main content area is divided into three panels:

- My Inbox Total: 0**: Features a 'View' dropdown with options 'All', 'In Progress', 'Pending Changes', 'For Review', and 'For Group Review'. It also includes a 'View By Package' link. The table header lists 'Component', 'Package', 'Department', 'Modified Date', 'Sent from', and 'Actions'. A 'Show 10 results per page GO' control and pagination buttons ('First', 'Previous', 'Next', 'Last') are present.
- Sent for Review Total: 0**: Features a 'View' dropdown with options 'All', 'Group', and 'Individual'. The table header lists 'Forms', 'Modified Date', 'Assigned to', and 'Actions'. It includes a 'Show 10 results per page GO' control and pagination buttons.
- My Approved Total: 2**: Displays two entries in a table:

Forms	Modified Date	Approved by	Actions
Position Description for <a href="#">Assistant Dire...</a> 8042	08/22/2013	MGS_Sally ZZLyberger	
Cover Sheet for <a href="#">Assistant Director of H...</a> 8042	08/22/2013	MGS_Sally ZZLyberger	

The panel also includes a 'Show 10 results per page GO' control and pagination buttons.

To build a new PD, click on the "PD Builder Wizard" from the header menu of your PC Dashboard.

# How to Build a Position Description:

## Build a PD using the PD Builder tool...

You will see several options for how you want to build your PD.

Click on "Path A: You Know the Occupation Group/Series

Dashboard PD Builder Wizard Listings Usage Reports Reference Library Utility Admin Dashboard

Home PD Builder Wizard - Start

### PD Builder Wizard - Start

**Start**

**Option 1: You want to copy an existing PD**

Enter keywords to search:

Title  Series  Tracking No  
 Duty Statements  Occupational Group  Department

**Option 2: You do not want to copy an existing PD, but**

[Path A: You know the Occupation Group/Series](#)

[Path B: You want to build an Executive Position](#)

[Path C: You want to build a Custom PD](#)

**“Option 1”** will allow you to find and copy PD that has already been built or is in approval process. You can make any changes needed to the duplicate PD and it will be assigned a new Monster PC Tracking Number.

**“Option 2”** will allow you to build a new PD from scratch in the system

**“Path A”** will allow you to build a new PD using system reference data. System reference data is information that has already been created in Monster PC such as titles, duty statements and factor level statements.

**“Path B” and “Path C”** will allow you to build custom and narrative PD's. (This is covered in the next section of this guide).

## How to Build a Position Description: Build a PD using the PD Builder tool...

### Select Occupational Group and Series

Step 1 will ask you to choose the occupational group and series of the PD you want to build. After making your selections, click "Next".

Note: At the bottom of every builder screen, you have the option to attach relevant files or make comments on the document or a specific build step. Select "Save" and then enter any comments or upload and documents. A new PD cannot be saved until Step 1 is completed.

**PD Builder Wizard - Select**

**Start** - **Select**

Select Occupational Group\* (Hold down Ctrl and click for multiple selections.)

- 0000 - MISCELLANEOUS OCCUPATIONS GROUP (Not Elsewhere Classified)
- 0100 - SOCIAL SCIENCE, PSYCHOLOGY, AND WELFARE GROUP
- 0200 - HUMAN RESOURCES MANAGEMENT GROUP
- 0300 - GENERAL ADMINISTRATION, CLERICAL, AND OFFICE SERVICES GROUP
- 0400 - NATURAL RESOURCES MANAGEMENT AND BIOLOGICAL SCIENCES GROUP
- 0500 - ACCOUNTING AND BUDGET GROUP**
- 0600 - MEDICAL, HOSPITAL, DENTAL, AND PUBLIC HEALTH GROUP

**Apply**

Select Series (Optional)

- 0526 Tax Specialist
- 0530 Cash Processing
- 0540 Voucher Examining
- 0544 Civilian Pay
- 0545 Military Pay
- 0560 Budget Analysis**
- 0561 Budget Clerical and Assistance

**Back to Start** **Next** **Exit Wizard**

**Attachments**

There are no file attachments yet.  
Save your form first to be able to attach files.

**Comments** | [Work Log](#) | [Transitions](#)

There are no comments yet on this document.

**Reference Materials**

- [The Classifier's Handbook](#)
- [Introduction to the Position Classification Standards](#)
- [Handbook of Occupational Groups and Families](#)
- [Classification Appeals](#)

## How to Build a Position Description: Build a PD using the PD Builder tool...

### Step 1: Select Department Type

Select the Department for the PD you are building. You may also select "Agency Wide" from the drop down menu. If a subdivision exists, you may select that as well, though it is not required.

Note that once you select a department, your PD will now have a unique PC tracking number. Note: this is NOT the job code. A USGS job code will need to be assigned to the PD by the HRO.

The screenshot shows a web form titled "Department" with a "Step 1" indicator. A red box highlights the text "Asterisk (\*) indicates a required field." Below this, the "PD Tracking Number: 29017" is displayed. The instruction "Please enter the Department that this PD belongs to:" is followed by three dropdown menus: "Home Department:\*" (set to "Agency Wide - Standard PDs"), "Sub-Division 1:" (set to "-- Please select --"), and "Sub-Division 2:" (set to "-- Please select --"). A "Comment" section with a text area and a "Please click on 'Save' to save the comments added." instruction is at the bottom. "Save", "Cancel", and "Next" buttons are located at the bottom right.

## How to Build a Position Description: Build a PD using the PD Builder tool...

### Step 2: Duty Statement Selection

On Step 2, you may select the duty statements you would like to include in your PD.

All duty statements associated with the series you selected on the opening screen of the builder will automatically appear. You may further filter your results using the search feature and drop down menus.

#### Duty Statement Selection

Step 1 - Step 2

Search Results Selected Duty Statements (0)

Enter keywords to search:

Title  Duty Statement

127 records found , showing 1 to 25

Filters

Series (Hold down Ctrl and click for multiple selections.)

- 0001 VA Migration
- 0001 test
- 0006 Correctional Institution Administration Series
- 0007 Correctional Officer Series
- 0018 Safety and Occupational Health Management Series

Pay Code (Hold down Ctrl and click for multiple selections.)

GS

Duty Statement Type

All

Title	Short Statement	Series	Duty Statement Type	Actions
Human Resources Specialist	Supports overall human resources programs	0201	Non-Supervisory	Add to PD
Human Resources Specialist	Assists higher-graded specialists	0201	Non-Supervisory	Add to PD
Human Resources Specialist	Assists in assessment of services provided	0201	Non-Supervisory	Add to PD
Human Resources Specialist	Administration of Recruitment and Placement Programs	0201	Non-Supervisory	Add to PD

A System Administrator must populate duty statements in the system prior to building a PD. They also are the **only** users with permissions to edit them. If no duty statements appear, contact your servicing Human Resources Team.

## Step 2: Duty Statement Selection

Step 1 - Step 2

Search Results Selected Duty Statements (0)

Enter keywords to search:  Search

Title  Duty Statement

127 records found , showing 1 to 25

Filters

Series (Hold down Ctrl and click for multiple selections.)

- 0189 Recreation Aid and Assistant Series
- 0193 Archeology Series
- 0201 Human Resources Management
- 0203 Human Resources Assistance
- 0241 Mediation Series

Pay Code (Hold down Ctrl and click for multiple selections.)

GS

Duty Statement Type

All

Title (Hold down Ctrl and click for multiple selections.)

- Director of Human Resources
- Human Resource Specialist
- Human Resources Management
- Human Resources Officer
- Human Resources Specialist

Apply Filters Clear Filters

On the "Search Results" tab you may view and edit duty statements. Duty statement filters include the ability to select from one or multiple series, titles, pay codes, and types (supervisory, non-supervisory or lead).

The "Selected Duty Statements" will show you all duty statements you have selected for the PD. You may make selections and change search criteria on the search results tab without changing or losing any selections you have already made.

## How to Build a Position Description: Build a PD using the PD Builder tool...

### Step 2: Duty Statement Selection

The screenshot shows the 'Duty Statement Selection' interface. At the top, there are tabs for 'Step 1' and 'Step 2', with 'Step 2' being the active tab. Below the tabs, there are two sub-tabs: 'Search Results' and 'Selected Duty Statements (0)'. A search bar is present with the text 'Enter keywords to search:' and a 'Search' button. Below the search bar, there are checkboxes for 'Title' and 'Duty Statement', both of which are checked. The text '127 records found , showing 1 to 25' is displayed. The 'Filters' section contains three dropdown menus: 'Series (Hold down Ctrl and click for multiple selections.)', 'Pay Code (Hold down Ctrl and click for multiple selections.)', and 'Duty Statement Type'. The 'Series' dropdown is open, showing a list of series including '0201 Human Resources Management', which is highlighted. The 'Pay Code' dropdown is set to 'GS'. The 'Duty Statement Type' dropdown is set to 'All'. Below the 'Series' dropdown, there is another dropdown for 'Title (Hold down Ctrl and click for multiple selections.)', which is also open, showing a list of titles including 'zz General Duties', which is highlighted and circled in red. At the bottom of the filters section, there are two buttons: 'Apply Filters' and 'Clear Filters'.

You also have the option to search for “General Duties” associated with a series. The duties that appear in the “General Duties” (found in the “Title” dropdown) are non grade controlling duties that are not grade or title specific and may even be job duties that are not related to the OPM series description.

## How to Build a Position Description: Build a PD using the PD Builder tool...

### Step 2: Duty Statement Selection

Title	Short Statement	Series	Duty Statement Type	Actions
Human Resources Specialist 	Supports overall human resources programs	0201	Non-Supervisory	Remove from PD
Human Resources Specialist 	Assists higher-graded specialists	0201	Non-Supervisory	Add to PD
Human Resources Specialist 	Assists in assessment of services provided	0201	Non-Supervisory	Remove from PD
Human Resources Specialist 	Administration of Recruitment and Placement Programs	0201	Non-Supervisory	Remove from PD
Human Resources Specialist 	Overall administration of human resources programs	0201	Non-Supervisory	Remove from PD
Human Resources Specialist 	Advice and guidance on HR programs	0201	Non-Supervisory	Add to PD
Human Resources Specialist 	Assessments of human resources programs and services	0201	Non-Supervisory	Remove from PD
Human Resources Specialist 	Overall classification program administration	0201	Non-Supervisory	Add to PD
Human Resources Specialist 	Development and administration of classification programs	0201	Non-Supervisory	Add to PD

**View Duty Statement**

Series	GS-0201 Human Resources Management
Title	Human Resources Specialist
Duty Type	MAJOR
Grade	GS-12
Short Statement	Assessments of human resources programs and services Participates in the assessment of the effectiveness of the human resources programs and services provided. Researches and determines the adequacy of policies and procedures relating to various human resources programs through analysis of activity reports, reviews of problems identified by local and regional activities; and follow up actions. Participates in-depth assessments of human resources programs and functions within the immediate organization and as they apply to the serviced organizations within the agency. Provides feedback and assistance to senior specialists or agency-level program and policy staff in identifying issues and problems and developing new or modified policies and procedures to improve program effectiveness and eliminate problem areas. Based on the results of assessments, assists in developing basic and advanced training requirements for supervisors, managers, and employees on human resources programs, policies, and functions. Participates and assists in projects designed to improve the overall human resources services provided by the agency.
Long Statement	

On the lower half of the screen you may add (or remove) duty statements from your search, to your actual PD.

To view the full text of a duty statement, select the magnifying glass next to the title.

Once you have finished making your selections, select "Next" to move to the next screen.

## How to Build a Position Description: Build a PD using the PD Builder tool...

### Step 3: Amend and Order Duty Statements, Add Custom Duty Statements

Step 3 of the PD Builder allows you to view and adjust the order of the duty statements as they will appear on the final PD. You may review, move, or delete duty statements using the Action column navigation.

**Weights**

Step 1 | Step 2 | Step 3

Asterisk (\*) indicates a required field.

PD Tracking Number - 29018

Series	Duty Statement	Grade	Percentage of Time*	Actions
GS-0201	Supports overall human resources programs	GS-09	<input type="text" value="0"/>	<a href="#">Amend Duty Statement</a>   
GS-0201	Assists higher-graded specialists	GS-09	<input type="text" value="0"/>	<a href="#">Amend Duty Statement</a>   
GS-0201	Assists in assessment of services provided	GS-09	<input type="text" value="0"/>	<a href="#">Amend Duty Statement</a>   
GS-0201	Administration of Recruitment and Placement Programs	GS-12	<input type="text" value="0"/>	<a href="#">Amend Duty Statement</a>   
GS-0201	Overall administration of human resources programs	GS-12	<input type="text" value="0"/>	<a href="#">Amend Duty Statement</a>   
GS-0201	Advice and guidance on HR programs	GS-12	<input type="text" value="0"/>	<a href="#">Amend Duty Statement</a>   
			<b>Total</b>	- 0

[Add Custom Duty Statement](#)

## How to Build a Position Description: Build a PD using the PD Builder tool...

### Step 3: Amend and Order Duty Statements, Add Custom Duty Statements

**Weights**

Step 1 - Step 2 - **Step 3**

Asterisk (\*) indicates a required field.

PD Tracking Number - 29018

Series	Duty Statement		Grade	Percentage of Time*	Actions
GS-0201	Supports overall human resources programs	<a href="#">Amend Duty Statement</a>	GS-09	<input type="text" value="0"/>	  
GS-0201	Assists higher-graded specialists	<a href="#">Amend Duty Statement</a>	GS-09	<input type="text" value="0"/>	  
GS-0201	Assists in assessment of services provided	<a href="#">Amend Duty Statement</a>	GS-09	<input type="text" value="0"/>	  
GS-0201	Administration of Recruitment and Placement Programs	<a href="#">Amend Duty Statement</a>	GS-12	<input type="text" value="0"/>	  
GS-0201	Overall administration of human resources programs	<a href="#">Amend Duty Statement</a>	GS-12	<input type="text" value="0"/>	  
GS-0201	Advice and guidance on HR programs	<a href="#">Amend Duty Statement</a>	GS-12	<input type="text" value="0"/>	  
					Total - 0

[Add Custom Duty Statement](#)

In order to add additional text to a particular duty statement, you can use the “Amend Duty Statement” functionality. When you select the link, a free form text box will appear for the desired content. Once you are done, simply click “Save” at the bottom of the page.

In order to add a new duty statement to your PD (that does not already exist in the system for selection), use the “Add Custom Duty Statement” feature. This will allow you to add a custom duty to your PD for one time usage using a free form text box.

After completing any additions, select “Next” to move on.

## How to Build a Position Description: Build a PD using the PD Builder tool...

### Step 3: Amend and Order Duty Statements, Add Custom Duty Statements

**Series Selection**

Select - **Step 4** - Step 5

Asterisk (\*) indicates a required field.

**PD Tracking Number - 9009**

What is the best series to classify this position considering Paramount Knowledge Required, Reason for Existence, Organizational Function, Line of Promotion and Recruitment Source?

Recommended Series\*

0201 Human Resources Management [Currently Selected]

Other Possible Series

Comment  
Please click on "Save" to save the comments added.

Previous Save Cancel **Next**

**Title Selection**

Select - **Step 4** - Step 5

Asterisk (\*) indicates a required field.

**PD Tracking Number - 9009**

Please select one title in order to continue with the PD building process.

Recommended Title(s)\*

Human Resources Specialist

Other Possible Title(s)

Comment  
Please click on "Save" to save the comments added.

Previous Save Cancel **Next**

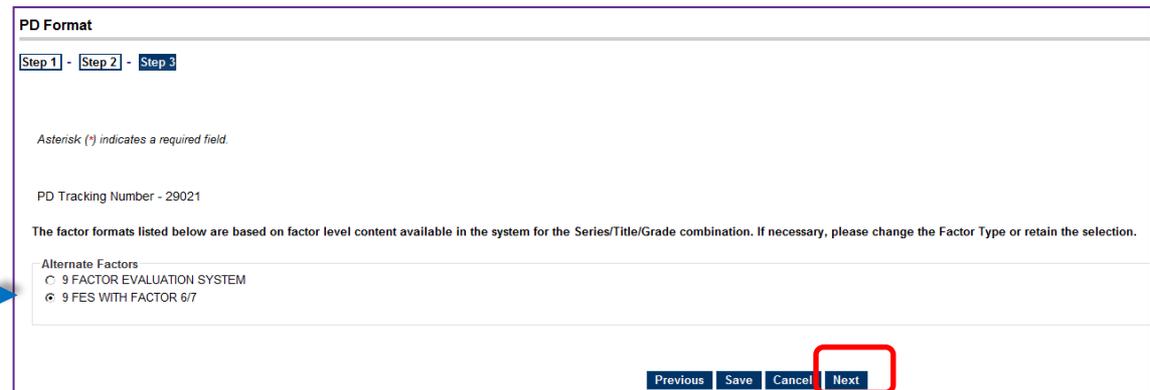
The next three screens of Step 3 will confirm your selection and grouping for series, title and duty statements.

If you have selected multiple "General Duties", be sure to select the correct title and duty statement grouping for classification.

After reviewing and confirming your selections click "Next" on each screen.

## Step 3: Select Factor Level Statement Format

On the next screen of Step 3, you will be asked to select how the factor level statements in your PD will be formatted.



The screenshot shows a web interface titled "PD Format". At the top, there are navigation tabs for "Step 1", "Step 2", and "Step 3", with "Step 3" being the active tab. Below the tabs, a note states "Asterisk (\*) indicates a required field." The "PD Tracking Number" is displayed as "29021". A message informs the user: "The factor formats listed below are based on factor level content available in the system for the Series/Title/Grade combination. If necessary, please change the Factor Type or retain the selection." Under the heading "Alternate Factors", there are two radio button options: "9 FACTOR EVALUATION SYSTEM" (unselected) and "9 FES WITH FACTOR 6/7" (selected). At the bottom right, there are four buttons: "Previous", "Save", "Cancel", and "Next". The "Next" button is highlighted with a red square.

You may see multiple format options, or only one option. In both cases, make sure the correct radio button is selected. When you are done, select "Next".

## How to Build a Position Description: Build a PD using the PD Builder tool...

### Select Factor Level Statements

On Step 3, choose the factor level statements for your PD by selecting the applicable radio button.

You also have the option to amend the factor level statements that appear or create entirely custom factor level statements. The custom statements will be assigned a level when the PD is submitted to a classifier.

Asterisk (\*) indicates a required field.

PD Tracking Number - 9007  
The selected factors are for 0560, Budget Analyst, GS  
Due to the information entered up to this point, the following factor levels have been derived by the system. If necessary, please change the factor levels or retain the existing factor levels.

Factor Type: 9 FES WITH FACTOR 6/7

Factor 1 - Knowledge Required by the Position\*

Factor 1 - This level is appropriate for advanced developmental positions. Duties include progressively more... [Amend FLS](#)

Custom FLS

Factor 2 - Supervisory Controls\*

Factor 2 - The supervisor outlines or discusses possible problem areas and defines objectives, plans... [Amend FLS](#)

Custom FLS

Factor 3 - Guidelines\*

Factor 3 - Guidelines typically provide a preferred approach or describe generally accepted standards such... [Amend FLS](#)

Custom FLS

Factor 4 - Complexity\*

Factor 4 - Work consists of performing varied duties by applying a series of different and unrelated, but... [Amend FLS](#)

Custom FLS

As with the Duty Statements, if you would like to view the full Factor Level Statement, click the magnifying glass icon.

Note: A System Administrator must populate factor level statements in the system prior to building a PD. If no factor level statements appear or you would like to edit what does appear, contact the Monster PC system administrator for your servicing HRO.

## How to Build a Position Description: Build a PD using the PD Builder tool...

### Select or Create PD Introduction Statement

Asterisk (\*) indicates a required field.

**PD Tracking Number - 12002**

An introduction statement needs to be on the PD. Please select from the available options or enter the desired introduction statement.

Introduction Statement \*

Preset Introduction Statement

Search for Introduction Statements  **GO**

- This position is located in a budget and financial office of an organizational component of the... 

- This position is located in a budget and financial office of the agency. The incumbent has... 

- This position is located in the agency budget and financial office which is responsible for all... 

- This position is located in the finance and budget office within the agency and is responsible... 

- This position is located in the finance and budgetary office within the agency and is responsible... 

**Reset**

-- OR --

Free Form Introduction Statement

Short Introduction Statement (Maximum 100 characters)\*

**Spell Check**

Long Introduction Statement (Maximum 4000 characters)\*

**Spell Check** **Spell Check All**

In Step 5 you can create or select the introduction statement for your PD. If you choose to create it, the complete statement should be entered into the "Long Introduction Statement" field\*. The "Short Introduction Statement" \*\* serves as a summary to identify the long statement in the system.. When you are done, select "Next".

\*The long introduction statement is what will appear, in its entirety, on the completed PD.

\*\*The short introduction statement is limited to 100 characters and is used to identify the statement in PC. It will not appear on the PD.

If you manually enter an intro statement, it will not automatically be added to the reference data for use by other users in other PDs. To do this, contact your PC System Admin.

# How to Build a Position Description: Build a PD using the PD Builder tool...

## Preview the Full PD

PD Tracking Number - 12003

Series, Title and Grade  
0560, Budget Analyst, GS-12

Department - Administrative Law Judges ATL

### Introduction

This position is located in a budget and financial office of an organizational component of the agency. The incumbent oversees the budget and financial management program for assigned organizations within the agency, including budget formulation, justification, and execution; fiscal services and disbursements; travel management; and internal controls systems. The incumbent provides technical advice to supervisors and managers on the proper and effective utilization of all financial resources in accordance with a wide variety of laws, regulations, and agency policies and programs.

### Major Duties

Develops the strategy for presenting the budget for important substantive programs. Prepares budgets for the annual operation of the organizations relatively stable supply maintenance and data processing functions. Functional operations present few problems in budget formulation or execution. Analyzes actual obligations as reported monthly by accounting office with estimates of funding distribution. Arranges obligations into accounting reports or develops reprogramming notifications as appropriate. Insures the integrity of accounting reports, the incumbent supervises the maintenance of agency obligation records and reconciles differences which arise between agency records and accounting records. Advises and makes recommendations that may affect increases or decreases in funds available for operation of the supply, maintenance, and data processing functions of the organization. Briefs management officials on the nature of the testimony to be given to fund granting and approving officials.

Compiles, analyzes, and summarizes financial and/or budgetary information related to assigned areas of the financial programs of the organization. Plans, analyzes, and determines cost/benefit relationships, and coordinate a great variety of functions, operations, teams, or interfacing administrative systems. Operates new and old systems concurrently. Reviews, verifies, and analyzes data for consistency with financial program objectives and for adherence to instructions. Considers information on current and past cost in financial statements and reports. Develops narrative and statistical justification for requested funds.

### Factor Levels

#### Factor 1 Knowledge Required by the Position Level 1-7 1250 points

Knowledge of certain Congressional, agency, and OMB budget processes, procedures, and requirements to formulate, justify, and monitor the execution of the BLS budget. Skill in developing and carrying out written and oral strategies for presenting the budget covering alternative courses of budgetary and administrative action to officials of the agency and OMB to secure acceptance of desired agency budget requests and plans. Skill in analyzing, interpreting and applying complex legislative, policy, and regulatory decisions to develop budgetary plans, policies, and guidance, and to make adjustments to the budget. Knowledge of the BLS programs and specific knowledge of programs in assigned area to evaluate project proposals for activities and costs involved and recommend approval of plans or other alternatives.

#### Factor 2 Supervisory Controls Level 2-4 450 points

The incumbent is assigned continuing, long-term responsibility for planning and carrying out work in all phases of budget administration (i.e., formulation, justification, presentation, enactment, and execution). The supervisor provides initial guidance concerning funds available, hire ceilings, financial and program objectives, and policy considerations. The incumbent proceeds independently in planning and carrying out regularly assigned budgetary duties within time frames dictated by the Federal budget process. Deadlines for completion of special projects are mutually agreed upon through discussion with the supervisor. The incumbent also consults with the supervisor prior to furnishing budget exhibits, data, or background information to representatives of OMB and Congressional Committees.

#### Factor 3 Guidelines Level 3-4 450 points

Guidelines and policies are scarce, are very general in nature, pertain only to routine issues and matters, are stated in terms of goals to be accomplished rather than the approach to be taken, and present a number of principles and standards any one of which may reasonably apply to the broad subject matter. Documentation of work done in earlier assignments is not available or is not applicable because of changes in subject matter, objectives, or emphasis. The incumbent routinely must develop specific objectives and devise new methods, techniques, and criteria and may interpret available guidance for

In Step 6 you can view the full position description including all the information you submitted in steps 1-6. If you need to change anything you can return to the previous screens. After saving, all information will be retained unless you change it.

If you have finished the PD, click "finish" to save the document. The PD will then appear on your dashboard.

## How to Build a Position Description:

### After Completing the PD, Create a Position Description Cover Sheet... \*

1. Return to the dashboard. In the "My Inbox panel, locate the PD for which you are building a cover sheet. From the "Actions" button, select "Create Cover Sheet"



**My Inbox Total: 2**

View: **All** | In Progress | Pending Changes | For Review | For Group Review

Component	Package	Department	Modified Date	
Position Description For Review	<a href="#">Assistant Director of Human Resources, GS-0201-09</a> 8042	Agency Wide – Standard PDs	08/22/2013	Sarah Steward <b>Actions</b>

- Copy
- Create Cover Sheet**
- Create Career Ladder
- Attach a File

2. Fill in all required fields (denoted by red asterisks- for assistance contact your servicing HR Specialist) and as many optional fields as possible. Click "Next".

3. Review your Cover Sheet. At the bottom of the screen, under the "Sign as" box, select "Immediate Supervisor" or "High Level Supervisor" as applicable. This will create your electronic signature on the cover sheet. Click "Finish". You may still make edits at this point. If any edits are made by you or another user, you will be required to re-sign the document.



Sign as \*

Immediate Supervisor (Sarah Steward, 08/22/2013)

High Level Supervisor (Sarah Steward, 08/22/2013)

Classifier (Sarah Steward, 08/22/2013)

## How to Build a Position Description:

### Finally, submit the PD and Cover Sheet to your HRO.

1. Return to the Dashboard. The PD submitted to you and the Cover Sheet you created should be in the “My Inbox” panel.

**My Inbox Total: 3**

View: [All](#) [In Progress](#) [Pending Changes](#) [For Review](#) [For Group Review](#) [View By Package](#)

Component	Package	Department	Modified Date	Sent from	Actions
Cover Sheet In Progress	<a href="#">Assistant Director of Human Resources, GS-0201-09</a> 8042  	Agency Wide – Standard PDs	08/22/2013		<a href="#">Actions</a>
Position Description For Review	<a href="#">Assistant Director of Human Resources, GS-0201-09</a> 8042  	Agency Wide – Standard PDs	08/22/2013	Sarah Steward	<a href="#">Actions</a>

NOTE: You have the option to view documents in your “My Inbox” by “Component” (*above*) or by “Package” (*below*). This means they will be listed either by individual document, or by position with all related documents listed together. In both cases, icons denoting what documents are built for a referenced position will appear.

**My Inbox Total: 2**

View: [All](#) [All Departments \\*](#) [All Series \\*](#) [View By Component](#)

Package	Department	Modified Date	Series	Actions
>> <a href="#">Assistant Director of Human Resources, GS-0201-09</a> 8042  	Agency Wide – Standard PDs	08/22/2013	0201 Human Resources Management	<a href="#">Actions</a>

## How to Build a Position Description:

### Finally, submit the PD and Cover Sheet to your HRO (continued).

2. In the "My Inbox" panel, click on the "Actions" button for the PD, Cover Sheet or Package (depending on your screen view) and select "Submit." Regardless of which of these Action menu's you select from, both the PD and Cover Sheet will be transmitted together.

My Inbox Total: 2

View: All In Progress Pending Changes For Review For Group Review View By Package

Component	Package	Department	Modified Date	Sent from	Actions
Cover Sheet In Progress	<a href="#">Assistant Director of Human Resources, GS-0201-09</a> 8042	Agency Wide – Standard PDs	08/22/2013		Actions
Position Description For Review	<a href="#">Assistant Director of Human Resources, GS-0201-09</a> 8042	Agency Wide – Standard PDs	08/22/2013		

Show 10 results per page GO

View Edit Delete Submit

3. Find and select the name of the HR Representative from the list. You can filter your search by name, or by role. You may also enter in comments as needed. Select "Submit".

User Group

Please select a user in order to submit the PD or form for review or approval.

Enter Name Lberger Search

Filter Hide Filter

Role Classifiers Apply Filter

Number of Records Found 1

Select	Last Name	First Name	Email Address
<input checked="" type="checkbox"/>	ZZLyberger	First	sally.lyberger@monster.com

Show 25 results per page GO First Previous Next Last

Comment

Submit Cancel

4. View your dashboard. The PD and Cover Sheet you submitted to the HR Representative will no longer appear in your "My Inbox" panel. They will now appear in your "Sent for Review" panel.

Sent for Review Total: 2

View: All Group Individual

Forms	Modified Date	Assigned to	Actions
8042 Assistant Director of Human Re...	08/22/2013	First ZZLyberger	Actions
8042 Assistant Director of Human Re...	08/22/2013	First ZZLyberger	Actions

Show 10 results per page GO First Previous Next Last

### **Some things to remember about the workflow:**

- When you return to your dashboard after submitting documents, they will appear in the “Sent for Review” panel and you will not be able to edit them until they are reviewed and returned to you.
- If a document that you have signed and submitted is edited by another user, your signature will become inactive. You will have to review the edits, re-sign and re-submit the documents for approval.
- Documents can be submitted and returned as many times as needed to finalize their content. However, after a PD and its accompanying documents are approved by the Human Resources Office, they can no longer be edited or changed.
- Once a PD and cover sheet are finalized and approved by the Human Resources Office, they will appear in the “My Approved” panel of your dashboard.
- Completed PDs can be viewed in the PD Archive or PD Library found in the “Listing” drop down in the header menu bar.



# Document Versioning

# Document Versioning

Document Versioning is available for viewing from a PD or Coversheet's Action menu.

The screenshot displays the 'My Document Process Center' interface. At the top, the 'MONSTER GOVERNMENT SOLUTIONS' logo is on the left, and navigation links for 'Launch Pad', 'Legend', 'Help', and 'Sign Out' are on the right. Below the logo, the text 'Position Classification' is visible. A navigation bar includes 'Dashboard', 'PD Builder Wizard', 'Listings', 'Reference Library', and 'Utility'. The main heading is 'My Document Process Center' with a search box. Below this is the 'My Inbox (Total: 2)' section, which has tabs for 'View: All', 'In Progress', 'Pending Changes', 'For Review', and 'For Group Review'. A table lists two items:

Component	Package	Department	Modified Date	Sent from	Actions
Position Descript... In Progress	<a href="#">Human Resources Specialist, GS-0201-04</a> 104280	MONSTER WORLDWIDE	04/13/2015		Actions
Career Ladder In Progress	<a href="#">Human Resources Specialist, GS-0201-06</a> CT-test18	MONSTER WORLDWIDE	10/09/2014		View, Document Versions, Edit, Delete, Submit

At the bottom of the table, there is a 'Show 10 results per page GO' option. A red box highlights the 'Document Versions' option in the 'View' dropdown menu for the second item.

Version numbers are composed of a major version number, followed by a decimal, followed by a minor version number. As new information is saved, the minor version number will increment; as documents become approved, the major version number will increment.

# Document Versioning

Example: The first time a PD is created and saved, the version number is 0.1. Any saved changes made to the data thereafter will increment the number to the right of the decimal (the minor number, i.e.: 0.2, 0.3, etc.). When a position document is approved, the number to the left of the decimal (the major number) will increment and the minor version number will reset back to 0 (i.e.: 1.0). Any saved changes (such as pen and ink changes) to the data after the position document has been approved will once again increment the minor version number (i.e.: 1.1, 1.2, etc.).

## Document Versions

COMPARE SELECTED VERSIONS

Version	Date	Changed by	Action
<input type="checkbox"/> v.1.1 (current)	Mar 30, 2015 11:26	System Administrator	
<input type="checkbox"/> v.1.0	Mar 30, 2015 11:21	System Administrator	
<input type="checkbox"/> v.0.3	Mar 30, 2015 10:58	Carol Classifier	
<input type="checkbox"/> v.0.2	Mar 30, 2015 10:51	Carol HR Officer	
<input type="checkbox"/> v.0.1	Mar 30, 2015 10:47	Carol HR Officer	

Show 10 results per page

# Document Versioning

## Compare Selected Versions

## Document Versions

COMPARE SELECTED VERSIONS

Version	Date	Changed by	Action
<input checked="" type="checkbox"/> v.0.2 (current)	Apr 13, 2015 10:58	Carol Classifier	
<input checked="" type="checkbox"/> v.0.1	Oct 09, 2014 04:24	Carol Classifier	<a href="#">Restore this Version</a>

Show  results per page

All users are able to select two document versions to compare. The comparison of the document is done in-line with the changes identified on the compare screen.

# Document Versioning

## Restore Previous Versions

Any user who has ownership of the document at the time (assigned to self) and the document has not yet been approved, can perform the restore action. Restoring to a previous version will cause the current version number to increment to the next-lower minor number and the new version is immediately saved in the database. This action is also captured in the work log.

## Document Versions

COMPARE SELECTED VERSIONS

Version	Date	Changed by	Action
<input type="checkbox"/> v.0.3 (current)	May 06, 2015 03:34	Carol Classifier (Reverted from v.0.1)	
<input type="checkbox"/> v.0.2	Apr 13, 2015 10:58	Carol Classifier	Restore this Version
<input type="checkbox"/> v.0.1	Oct 09, 2014 04:24	Carol Classifier	Restore this Version

Show 10 results per page GO

If a position description is in an approved or standardized state, only those users with the permission "PC Edit Approved/Standardized Position Description" will be able to restore to a previous version. Similarly, if a cover sheet is in an approved state, only those users with the permission "PC Edit Approved Cover Sheet" will be able to restore to a previous version. The ability to restore to a previous version is further limited to those versions within that major version number set.

# Additional Information

- Additional resources are available on the Internet at:
  - **Position Classification General Information**
  - <http://www.usgs.gov/humancapital/hr/monsterpc.html>
  - **Standard Position Descriptions**
  - <http://www.usgs.gov/humancapital/hr/nationwidepd.html>
- Please consult with your servicing Human Resources Office for any questions.