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

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.
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](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.
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.

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.
Building Position Descriptions
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

“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).
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.
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.
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.

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.
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.
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.
### Step 2: Duty Statement Selection

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

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.
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.
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

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**

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.

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.

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

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

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”

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, your will be required to re-sign the document.
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.

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.
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.

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”.

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.
Position Classification

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.

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.).
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.

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/monstercpc.html](http://www.usgs.gov/humancapital/hr/monstercpc.html)
  
  – **Standard Position Descriptions**
    – [http://www.usgs.gov/humancapital/hr/nationwidepd.html](http://www.usgs.gov/humancapital/hr/nationwidepd.html)

• Please consult with your servicing Human Resources Office for any questions.