

# Your Position... Your Pay...

*For U.S. Geological Survey Employees*

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## About Your Position

- It consists of duties and responsibilities assigned to you by your supervisor.
- Your supervisor may change these duties and responsibilities at any time.
- Your regular work assignment must be recorded in a position description.



## Your Position Description

- Is the official record of your principal duties and responsibilities.
  - It's called a "P.D." for short.
- You should have a copy of your P.D.
  - It will help you understand what work you are expected to do.
- Discuss your P.D. with your supervisor.
  - If you have any questions about its accuracy or about your duties and responsibilities.

## Your Salary is Based on the Work You Do as Described in Your P.D.

- Your P.D. must accurately describe your principal duties.
- Your P.D. must be rewritten or amended when your principal duties change.
- Your salary is based on the grade assigned to your position.
- The salary range for each grade in the General Schedule (GS) is set by Congress. For wage system employees the salary is based on wage surveys.

## Your Position is Given Its Title and Grade

By comparing your work, as shown in your P.D., with U.S. Office of Personnel Management classification and job grading standards.

- You may ask to see the classification or job grading standards that apply to your position.
  - All standards that have been issued by the U.S. Office of Personnel Management are available at <http://www.opm.gov/fedclass/index.htm>.
- The law requires that positions be graded in terms of duties and responsibilities.
  - As determined through the use of classification or job grading standards.

## You May Advance

- By being promoted to another position of higher grade, or
- By being assigned more difficult work in your present position.
  - Ask to talk to a Personnel office representative about the above if you have any questions.