

Position classification done right: accurate, compliant, and defensible.



Tools to  
**Strategize**

Determine your agency's human capital master plan.

Organization Design

Position Classification

Succession Planning

### Understand Your Resources

In today's dynamic business environment, organizations must continually assess their ability to fulfill their mission. Precise classification is critical for accurate position descriptions, which form the foundation of your employees' work. Position descriptions should evolve with technologies, missions, and responsibilities. But too often, they aren't updated because organizations lack the specialized resources and technical expertise to classify positions. We have the position classification professionals who can assist you in reviewing existing resources and processes to align your position management with your mission.

### How HR Solutions Can Help

Your organization has a unique workforce and specialized needs, which is why we use a consultative approach to understand your work and requirements fully. Our Federal experts provide an unmatched scope of services, including creating new position descriptions; reviewing and updating existing descriptions; conducting desk audits; recommending titles, series, and grades; analyzing organizational charts; and assessing supervisor-to-employee ratios. As a neutral third party, our solutions are:

- **Accurate:** Develop position descriptions that capture primary duties for positions and facilitate specific task requirements.
- **Compliant:** Make certain your position documents reflect your requirements while keeping you compliant with all applicable guidelines and standards, including those you may not know exist.
- **Defensible:** Verify accuracy and make appropriate determinations for cybersecurity codes, position sensitivities, and the Fair Labor Standards Act.

As a part of OPM, we are uniquely positioned to address questions and complexities, giving you complete confidence in the accuracy, compliance, and defensibility of your position descriptions.



### Support for Mission-Aligned Hiring and Restructuring

Accurate position classification enables your senior leaders and frontline managers to align their employees' skills to evolving mission needs as part of the modernization process. This alignment requires agile workforce management, including reorganizing and reskilling existing employees. Position classification informs organization design, workforce and succession planning, performance management, and employee development.



#### Analysis

Understand position pay plans, titles, series, grade levels, position sensitivities, and each position's competitive level within the agency's mission.



#### Recruiting

Identify qualifications for the job and the critical knowledge, skills, and abilities required to perform the work, including any security clearance or physical requirements.



#### Performance Appraisals

Understand the position's responsibilities, critical performance elements, and work plans to set goals and evaluate performance accurately.



#### Training

Identify areas where training can align skills to job requirements and improve employees' abilities to deliver mission outcomes.

### Why Choose OPM HR Solutions?

We are the single largest provider of human capital management and training solutions across the human capital life cycle, and the only Federal organization entirely focused on making people and organizations better. Because of our mission focus, "by government, for government," we offer a unique combination of human capital management and training and procurement expertise. Coupled with ease of acquisition, subject matter expertise, Federal compliance, and speed of access, we are the right choice for your position classification needs and more.

### Align your position management with your mission.

Get started by visiting [opm.gov/HRS](https://opm.gov/HRS), or contact us at [HRStrategy@opm.gov](mailto:HRStrategy@opm.gov) for a consultative discussion about your needs.