Classification Strategy and Operations



Strengthen your workforce through expert position management and classification services done the right way: accurate, compliant, and defensible.

Your Trusted Partner

As classification and position management challenges grow more complex across government, OPM offers specialized expertise while leveraging USA Class technology, allowing a broad federal vantage point to help agencies navigate them with confidence.

Our experts work closely with agency leadership and HR offices to assess organizational structures, evaluate positions, and ensure classification decisions reflect both mission priorities and the work actually performed.

Policy Integration Made Simple

Agencies often turn to OPM during pivotal moments when independent, objective support can strengthen workforce alignment. Through straightforward government-to-government interagency agreements, our services are flexible, practical, and tailored to help your agency meet its mission across a wide range of classification needs, including:

- Implementing new or updated classification standards.
- Modernizing position description (PD) libraries.
- Reviewing organizational structures during mission changes.
- Preparing for major hiring initiatives.
- Obtaining an independent perspective on workforce structure, position management, and complex classification actions.
- Evaluating Senior Executive and Senior Professional positions (SES, SL, ST).

Why Accuracy Matters

Accurate classification ensures agencies have the right people, in the right roles, at the right cost to support mission success.

Builds a Mission-Ready Workforce

- Aligns positions to actual work and mission priorities.
- Clarifies duties, expectations, and career paths.
- Keeps pace with evolving organizational needs.
- Facilitate data-driven decisions for future workforce planning.

Improves Hiring and Talent Outcomes

- Attracts and retains the right talent.
- Prevents delays caused by misclassified positions.
- Strengthens the quality of job announcements and candidate pools.

Promotes Accountability and Stewardship

- Ensures defensible, transparent personnel decisions.
- Reduces costly errors and inconsistencies.
- Supports responsible use of taxpayer resources.

Learn more: Class-Strat-Ops@opm.gov | opm.gov/classification

Aligning Your Workforce

As agencies modernize and respond to evolving mission needs, accurate and strategic position classification has become essential.

Federal leaders play a decisive role in shaping organizational effectiveness, ensuring that structures, roles, and resources fully support mission delivery.

OPM provides an independent, government-wide perspective to strengthen position management and classification decisions. Through this partnership, agencies can align their workforce to mission priorities while responsibly stewarding taxpayer resources.



Why Choose OPM?

For decades, agencies of every size and mission have relied on OPM to deliver human capital solutions that help them meet the nation's most pressing challenges.

OPM builds on that foundation by modernizing position description development through USA Class, an AI-assisted tool that helps agencies produce accurate, consistent, and defensible PDs aligned with federal standards.

Contact us: Class-Strat-Ops@opm.gov

Scope of Services

Leveraging human capital expertise and modern technology, our solutions give you confidence in our classification support and trust in OPM as a partner.

Through USA Class, we enhance collaboration between managers and classifiers to create a balanced, efficient approach to position description (PD) development — reducing rework and shortening preparation timelines, an essential first step in the hiring process.

Application of Standards and Guides

- Support the use of updated job competency-based classification standards.
- Review position descriptions for clarity and consistency.
- Recommend workforce structures that align with mission needs.

Compliance and Position Designations

- Assign Bargaining Unit Status (BUS) Code and Fair Labor Standards Act (FLSA) determinations.
- Review positions to identify roles tied to policy (Schedule P/C); recommend position sensitivity and suitability designations.
- Determine cybersecurity data standard, competitive area, and competitive level coding.

Executive Position Classification

- Review and assess senior positions (SES, SL/ST) through desk audits and secondary assessments.
- Identify leadership and capability gaps.
- Streamline executive structures to eliminate inefficiencies.

Position Classification and Evaluation

- Conduct classification reviews and desk audits.
- Prepare evaluation statements recommending the proper title, series, and grade with clear justification.
- Conduct incumbent interviews and organizational analysis to validate work performed.

Position Description Development

- Develop new, accurate position descriptions that clearly reflect duties, qualifications, and organizational needs.
- Update existing position descriptions to capture evolving responsibilities.
- Create standardized PD libraries to improve consistency.

Training and Advisory Services

- Provide classification training for HR professionals and supervisors.
- Deliver position management consulting and advisory services to analyze structures and resolve classification questions.
- Customize workshops tailored to agency needs, offering focused learning on priority topics.

Get started: Class-Strat-Ops@opm.gov | opm.gov/classification