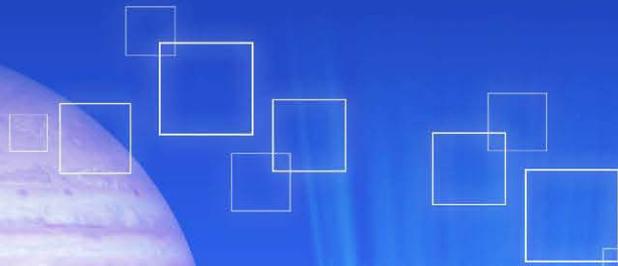




ePDS Foundations – Version 2.0



ePDS



Course Objectives

- Upon completion of this course, you will be able to:
 - Describe ePDS functionality.
 - Login to ePDS and create and publish a basic position description (PD).
 - Create non-basic PDs, e.g., supervisory, research, equipment development.
 - Make changes to a draft PD.
 - Use an active PD to create a new PD, a statement of difference PD or a center standard PD.
 - View the PD, Coding Information, and Evaluation Statement.
 - Use online help and support features within ePDS.
 - Create special PDs, e.g., Career Ladders, and Center Standard.



Course Agenda

Introduction

- Module 1: INTRODUCTION TO ePDS
- Module 2: CREATE A PD
- Module 3: CREATE NON-BASIC PDs
- Module 4: ADDITIONAL TOPICS
- Module 5: ePDS HELP
- Module 6: CREATE SPECIAL PDs

Summary



ePDS Foundations

Module 1: INTRODUCTION TO ePDS



Module Objectives

- Upon completion of this module, you will:
 - Understand the purpose, scope, and benefits of ePDS.
 - Be aware of the key features of ePDS.
 - Have an awareness of the ePDS functionality and the 5 easy steps for creating a PD.
 - Be knowledgeable of the ePDS system roles and permissions.



What is a PD? What is a PD used for?

A PD is...

- A statement of major duties, responsibilities, and supervisory relations of a given position.
- Formatted to comply with OPM standards of adequacy.
 - Including enough information about the work to accurately determine the occupation, grade level, and qualification requirements.
- The official record of the classification of the job.

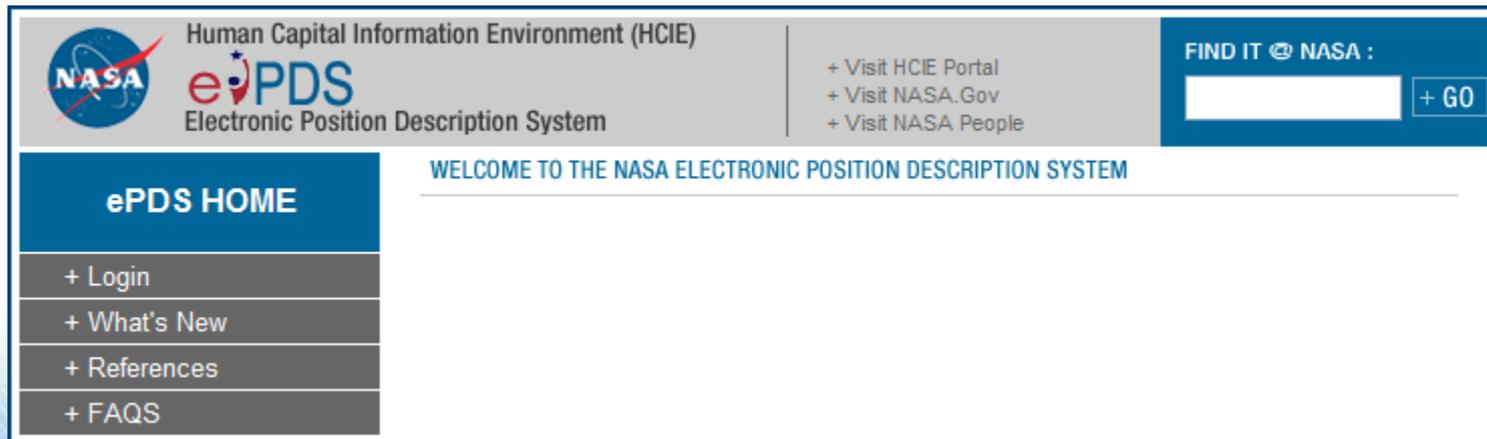
A PD is used...

- To determine pay.
- As a recruitment and orientation tool.
- To measure job performance.
- To identify training needs.
- As a placement tool.



What is ePDS?

ePDS – *the Electronic Position Description System* – is a NASA-developed, Web-based application for position description (PD) creation, maintenance, and storage. ePDS went live in November 2008 and enables automated, comprehensive, and accurate documentation of PDs.



The screenshot shows the ePDS website interface. At the top left is the NASA logo and the text "Human Capital Information Environment (HCIE)". Next to it is the ePDS logo and "Electronic Position Description System". To the right are links: "+ Visit HCIE Portal", "+ Visit NASA.Gov", and "+ Visit NASA People". Further right is a search bar with the text "FIND IT @ NASA :" and a "+ GO" button. Below the search bar is a navigation menu with "ePDS HOME" and links for "+ Login", "+ What's New", "+ References", and "+ FAQs". The main content area displays "WELCOME TO THE NASA ELECTRONIC POSITION DESCRIPTION SYSTEM".



Why did NASA implement ePDS?

- NASA had the opportunity to:
 - Develop a NASA-customized application, with functionality and terminology designed specifically around Agency requirements and the needs of the human resources (HR) and supervisory communities.
 - Further streamline and modernize human capital systems to more effectively support Agency missions and to provide improved services to stakeholders and customers.
- With ePDS, NASA has control over the timing and priority of system enhancements.



What are the Benefits of ePDS?

- ePDS will help:
 - Improve development and consistency of PDs.
 - Eliminate duplication through integration with other NASA systems.
 - Improve the efficiency of the Agency classification process.
 - Improve availability of classification and position information.
 - Provide accurate and timely data to NASA's stakeholders and customers.
 - Create PDs easily and quickly.
 - Provide a capability that facilitates integrated and timely personnel actions.



What is the Scope of ePDS?

Initial Phase

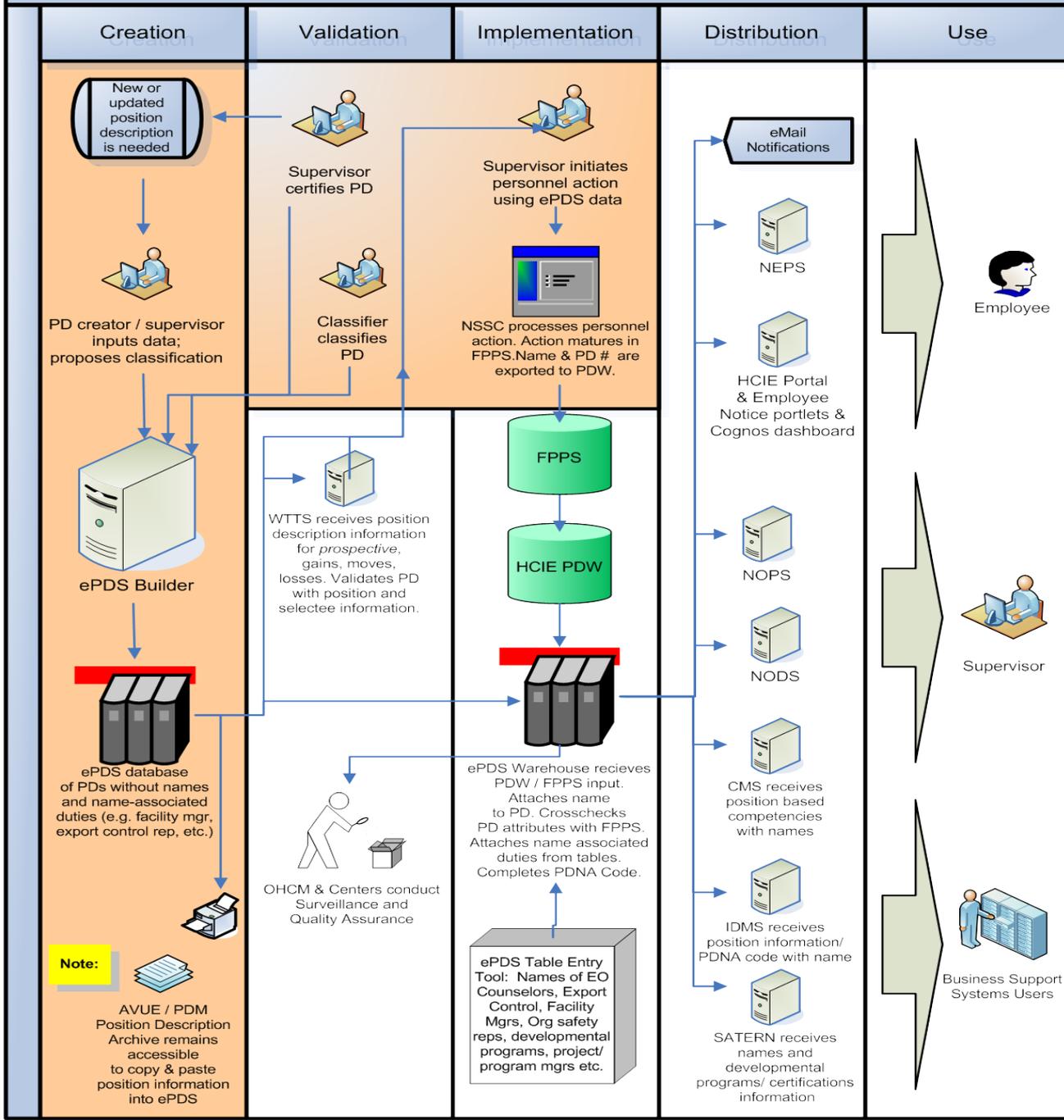
- Replace current PDM system.
- Position creation, maintenance, and storage.

Phase II

- System-generated career ladder PDs
- Ability to create center standard PDs.

Future Phases

- Integration with other NASA systems.
 - Auto-populate WTTS with PD data.
 - Competencies from CMS.
 - Employee PD access via HCIE Portal.
- Automatic update from FPPS to support reorganizations.
- Recertify PDs.





ePDS Key Features

- ePDS is intuitive
 - ePDS is simple to use.
 - 5 easy steps for PD creation.
- Automatically populate PD sections
 - ePDS will automatically populate many sections of the PD based on selections made earlier on in the PD creation process.
- Editable text
 - ePDS default duty text is fully editable.
 - Factor level text is fully editable.
- Duties in ePDS are entered manually
 - Resources are available to help you add specific duties into ePDS.



ePDS Key Features (cont.)

- Availability of factor formats
 - Research Grade Evaluation Guide (RGEN), Equipment Development Grade Evaluation Guide (EDGE), and Narrative Evaluation System factor formats are available in ePDS.
- Career ladder and center standard PDs
 - System-generated career ladder PDs and the ability to create center standard PDs for common positions are available in ePDS.
- Automated worksheets
 - Associated paperwork, Testing Designation Position (TDP) and Position Designation Record Form 1722 worksheets, are consolidated and automated in ePDS.
- Electronic signatures
 - ePDS allows for electronic approval and certification of PDs.



ePDS Key Features (cont.)

- File sharing
 - With ePDS, you can share files and spell-check your text.
- Contractor access
 - Contractors are able to access ePDS.
- NASA password access
 - ePDS uses existing NASA authentication credentials for log-in, such as your Agency User ID (AUID) and idMAX password.
- Extensive online help
 - ePDS provides more comprehensive information on individual data fields, e.g., references, links.



Classification Decisions in ePDS

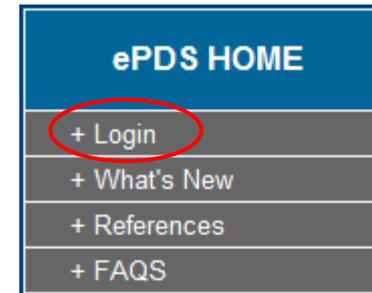
- Use of ePDS requires a basic understanding of classification.
- You will need to make decisions, such as:
 - NASA Classification Code
 - Grade
 - Position Type
 - Title
 - Introductory Statement
 - Specific Duties
 - Other/Collateral Duties
 - Factor Formats/Levels
 - Position Characteristics (e.g., FLSA, TDP, Position Sensitivity, Travel)
 - Position Location

An active line of communication between the person creating the PD and the HR Specialist may be required.

Overview of ePDS Functionality

How do I log into ePDS?

1. From the internet, log into this URL: <https://epds.nasa.gov>.
2. Click [Login](#) on the left menu.
3. On the next screen enter your [Agency User ID](#) and [IdMAX Password](#) and click [Login](#).



A screenshot of the login form. It features two input fields: 'AUID:' and 'Password:'. Each field has a small '[?]' icon to its right. Below the fields is a 'Login' button with a checked checkbox icon to its left.

After three unsuccessful login attempts, your account will be locked.
Contact your ePDS Center Administrator to unlock your account.



Overview of ePDS Functionality (cont.)

How do I log into ePDS? (cont.)

- After you click [Login](#), you will receive an informational screen. Click [Accept](#) to acknowledge your agreement with the disclaimer.

[Welcome](#)

Instructions

You are about to begin describing and documenting the duties and responsibilities of a NASA position. You will be guided through a series of input screens that gather information needed to create a position description. Once the draft PD is processed through the validation sequence and is published it will be assigned an official PD Number by the system. Help screens and explanations are available throughout the system.

You will be using this system to create an official government document that will support the payment of Federal funds to the employee assigned to perform the described duties. Before you proceed beyond this page, please acknowledge and agree to the following:

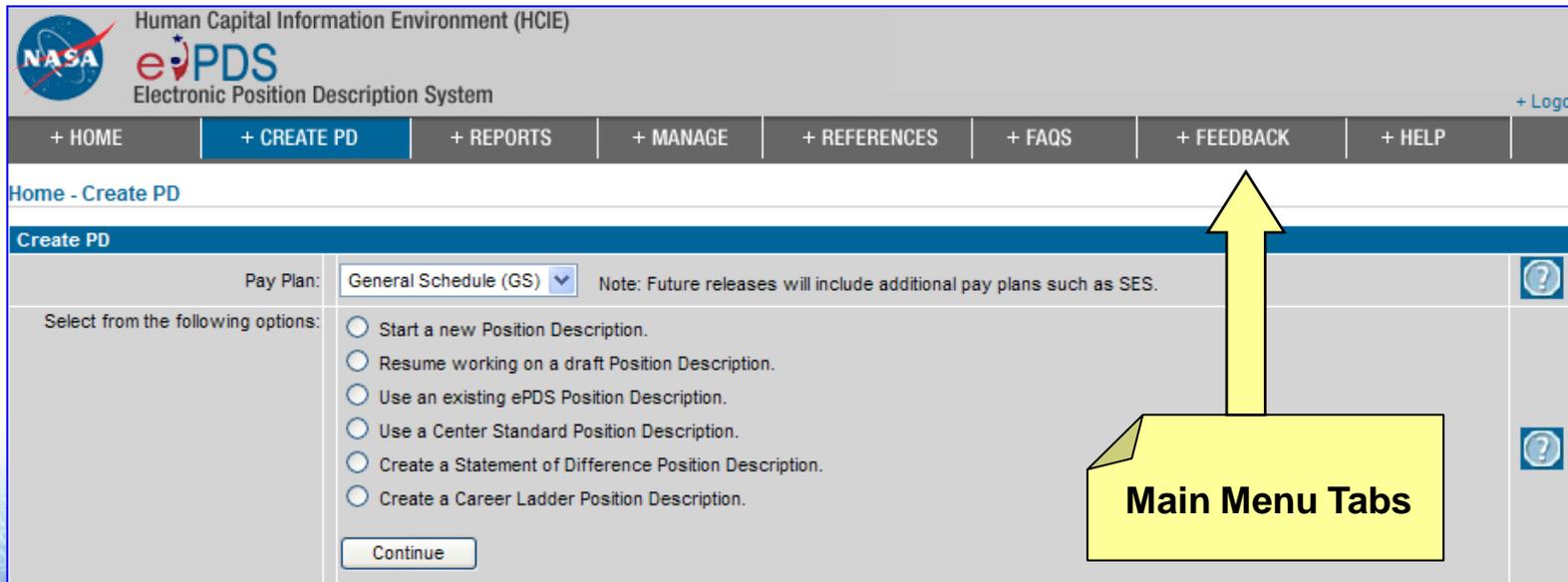
In developing and using this position description, I understand that:

- NASA management has the fundamental right to determine and assign duties based upon the mission and needs of the Agency.
- Under Title 5 U.S. Code and NASA NPR 3511, I have the responsibility for accurately describing the duties and responsibilities of the position I supervise.
- I may only describe and assign duties that are within the scope of my organizational responsibilities, mission, and budget.
- I may only describe and assign duties that are at the appropriate level of responsibilities for the position.
- The duties that I describe and assign are based upon the needs of the organization and not upon the desires of the incumbent, volume of work, financial need of the incumbent, salary comparability, quality of work, efficiency of performance, the incumbent's length of service, difficulty in recruiting for the occupation, or duties performed only in the absence of another employee.
- If classifying this position, I must abide by federal classification standards; I must have completed the required level of classification training; and I must have the delegated authority from the Center appointing authority to do so.
- I understand that this position description may only be assigned to an employee qualified for the position and in accordance with competitive placement policies and procedures.
- I understand that the assignment of this position description to an employee may only be made through an official personnel action documented in the Federal Personnel and Payroll System (FPPS).

For best results, PC users should use Internet Explorer version 7.0 or higher.
MAC users should use Firefox version 3.0 or higher (not Safari).

Overview of ePDS Functionality (cont.)

- Menu tabs for ePDS functions are located across the top of the screen.
- You can create a PD, run reports, access reference and help documents, review frequently asked questions (FAQs), and submit feedback.



Human Capital Information Environment (HCIE)

 **ePDS**
Electronic Position Description System

+ HOME + CREATE PD + REPORTS + MANAGE + REFERENCES + FAQs + FEEDBACK + HELP + Logo

Home - Create PD

Create PD

Pay Plan: Note: Future releases will include additional pay plans such as SES.

Select from the following options:

- Start a new Position Description.
- Resume working on a draft Position Description.
- Use an existing ePDS Position Description.
- Use a Center Standard Position Description.
- Create a Statement of Difference Position Description.
- Create a Career Ladder Position Description.

Main Menu Tabs

Overview of ePDS Functionality (cont.)



- This menu will guide you through the **5 easy steps** for creating a PD.
 1. **Occupation** – Identify the type of job, grade, position type, and title.
 2. **Duties** – Describe the major duties and other duties for the position.
 3. **Factors** – Select the factor format for determining the grade level.
 4. **Characteristics** – Identify the characteristics for the position.
 5. **Approval** – Electronically certify and publish the PD.



Overview of System Roles

- **Center Admin**
(Authority: Center)
 - Create, modify, delete, and unlock user accounts
 - Maintain Center tables
 - Create PDs
 - Complete supervisory, evaluator, and classifier certification on PDs as appropriate
 - Publish PDs
- **Supervisor**
(Authority: Organization/s or Center)
 - Create and review PDs
 - Complete supervisory certification on PDs
- **Classifier**
(Authority: Center, Delegated Classification Authority)
 - Create and review PDs
 - Complete evaluator certification on PDs
 - Complete classifier certification (civil servants only) on PDs based on delegated classification authority
 - Publish PDs
- **PD Developer**
(Authority: Center or Organization/s)
 - Create PDs

ePDS System Roles Summary

ePDS System Role	ePDS System Role Responsibilities						
	Create PDs	Complete Supervisory Certification	Complete Evaluator Certification	Complete Classifier Certification	Publish PDs	Maintain User Accounts	Maintain Tables
Center Admin		* 	* 	* 	* 		
Classifier							
Supervisor							
PD Developer							

* As appropriate

If a user requires access to additional Organizations, the ePDS Center Admin can add the additional Organizations to the user's ePDS account.



Lesson Check

1. There are 5 key steps to create a PD in ePDS.
 True
 False
2. ePDS only has one factor format available.
 True
 False
3. Duty Statements from existing PDs can be copied and pasted into ePDS.
 True
 False
4. System roles determine what a user can do and see in ePDS.
 True
 False



Debrief

- Key learning points of Module 1:
 - ePDS is a NASA-designed and developed system that will integrate with other systems.
 - NASA has control over the timing and priority of system enhancements.
 - ePDS offers improved functionality and capabilities.
 - ePDS automates manual processes, e.g., TDP, 1722, signatures.
 - Your Agency User ID (AUID) and IdMAX password are used to access ePDS.
 - The menu screen offers intuitive navigation; creation of a PD is 5 easy steps.
 - System roles will determine access to activities and data.



ePDS Foundations

Module 2: CREATE A PD



Module Objectives

- Upon completion of this module, you will:
 - Understand the PD process and the 5 steps required for PD creation.
 - Be able to create a basic PD in ePDS.
 - Be able to view a PD and know the differences among the three PD documents.
 - Be able to evaluate, certify, and publish a PD.



PD Process Overview

- A new PD is needed:
 - To establish a new position.
 - If there is a significant change in the major duties, responsibilities, and/or supervisory relationships of a position (e.g., reorganization, new projects).
- The Supervisor may initiate the PD process by:
 - Creating a new PD within ePDS.
 - Editing a draft PD within ePDS.
 - Contacting their HR Office for guidance.
 - Contacting their Administrative Officer/POC for assistance.



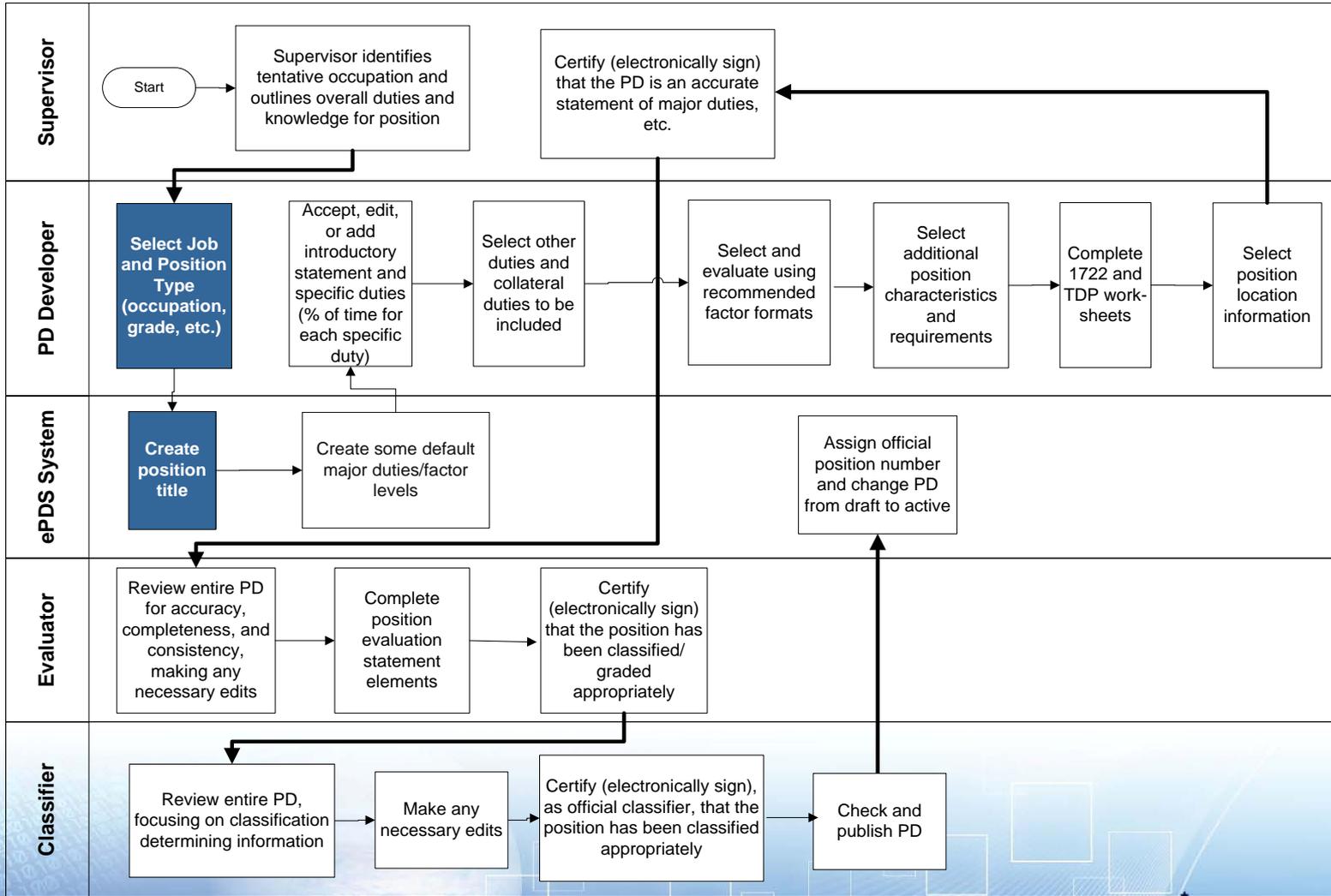
PD Process Overview (cont.)

- PDs are created in ePDS for the following:
 - Any new positions created after November 3, 2008.
 - Reestablishing old positions.
 - Restructuring existing positions.
- Existing PDs that do not require revision may continue to be used for the near future.
- Agency PDs will not be converted into ePDS.
 - Our goal is to have all agency PDs manually re-created in ePDS by September 2010.



PD Process – Step 1

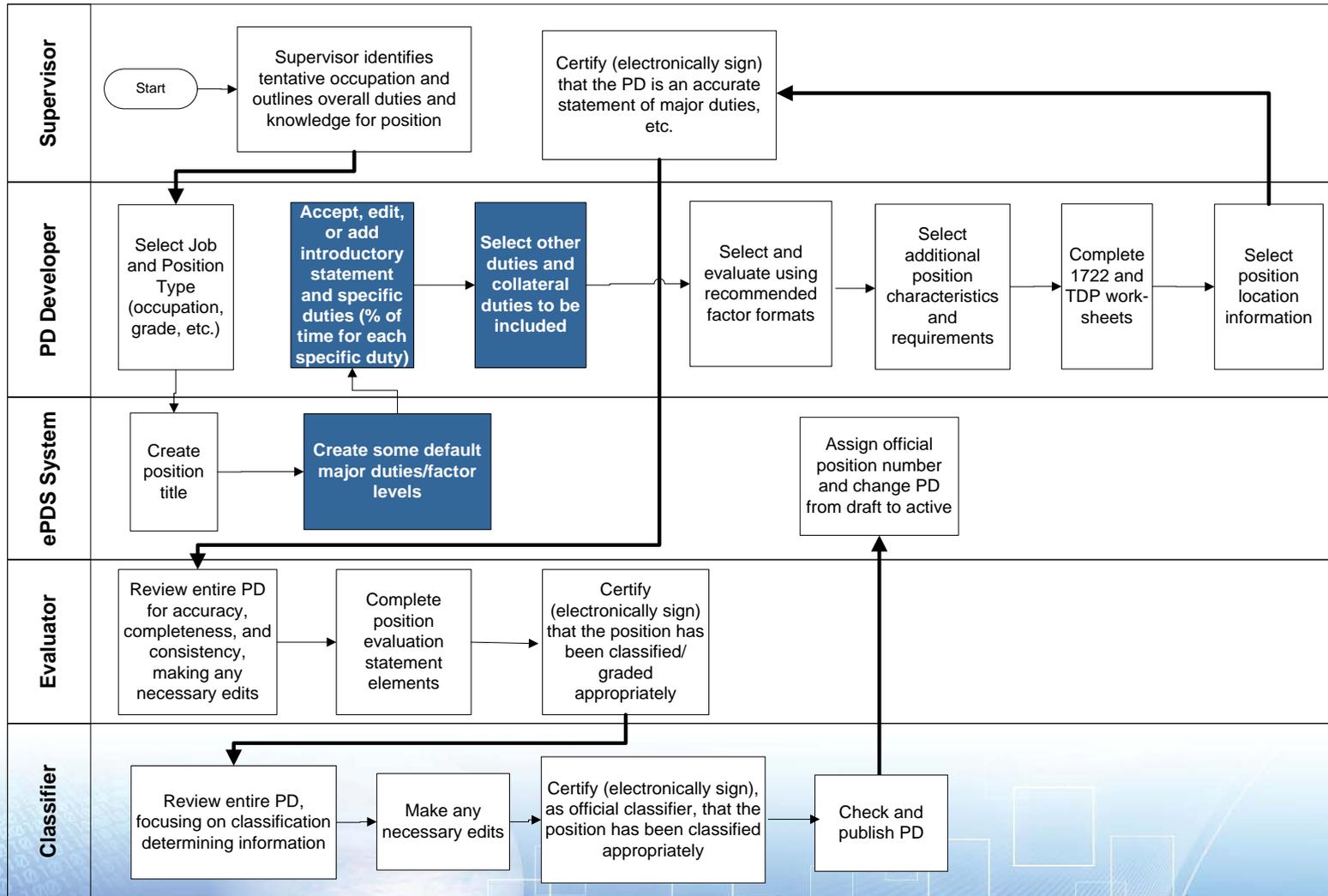
Module 2: Create a PD





PD Process – Step 2

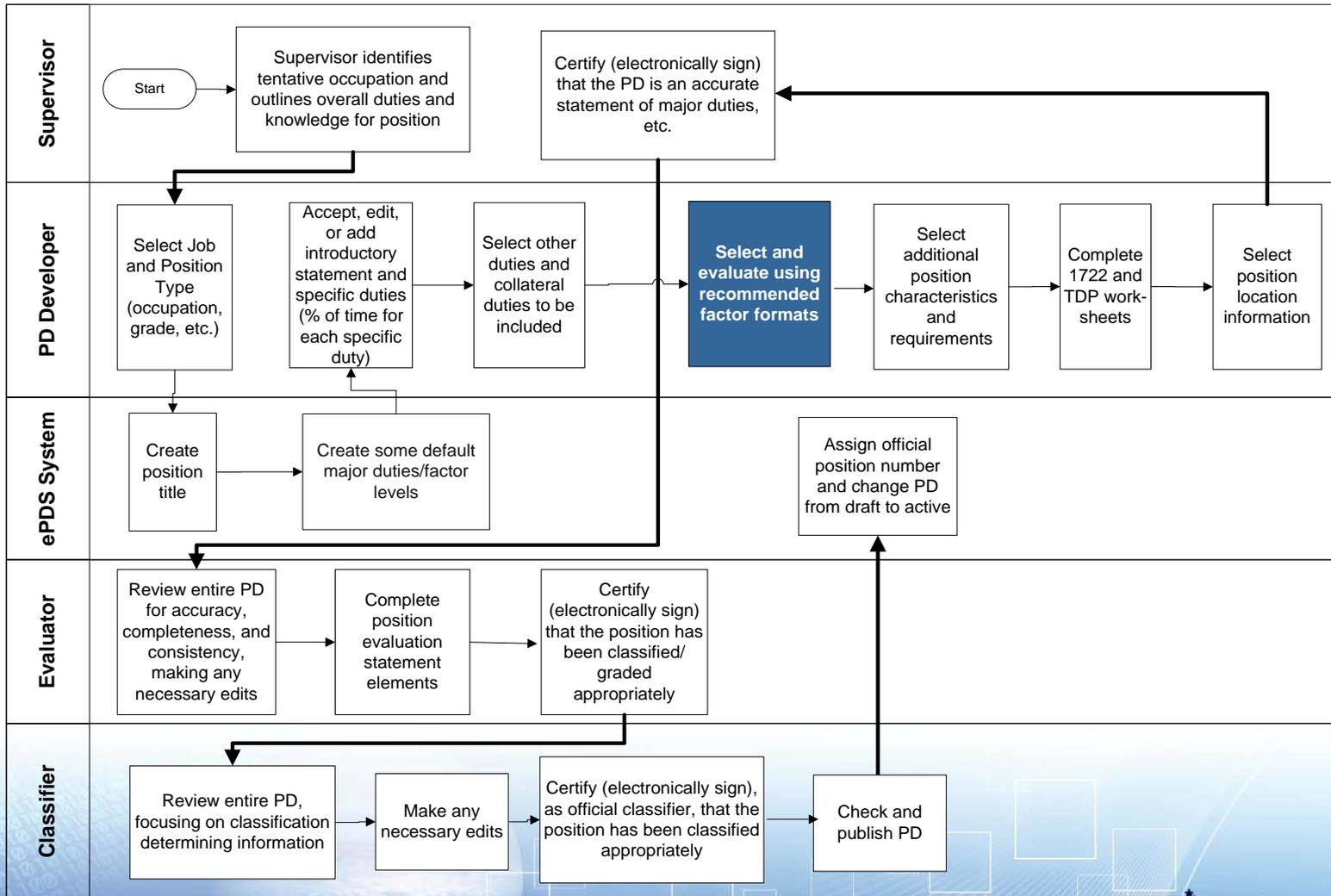
Module 2: Create a PD





PD Process – Step 3

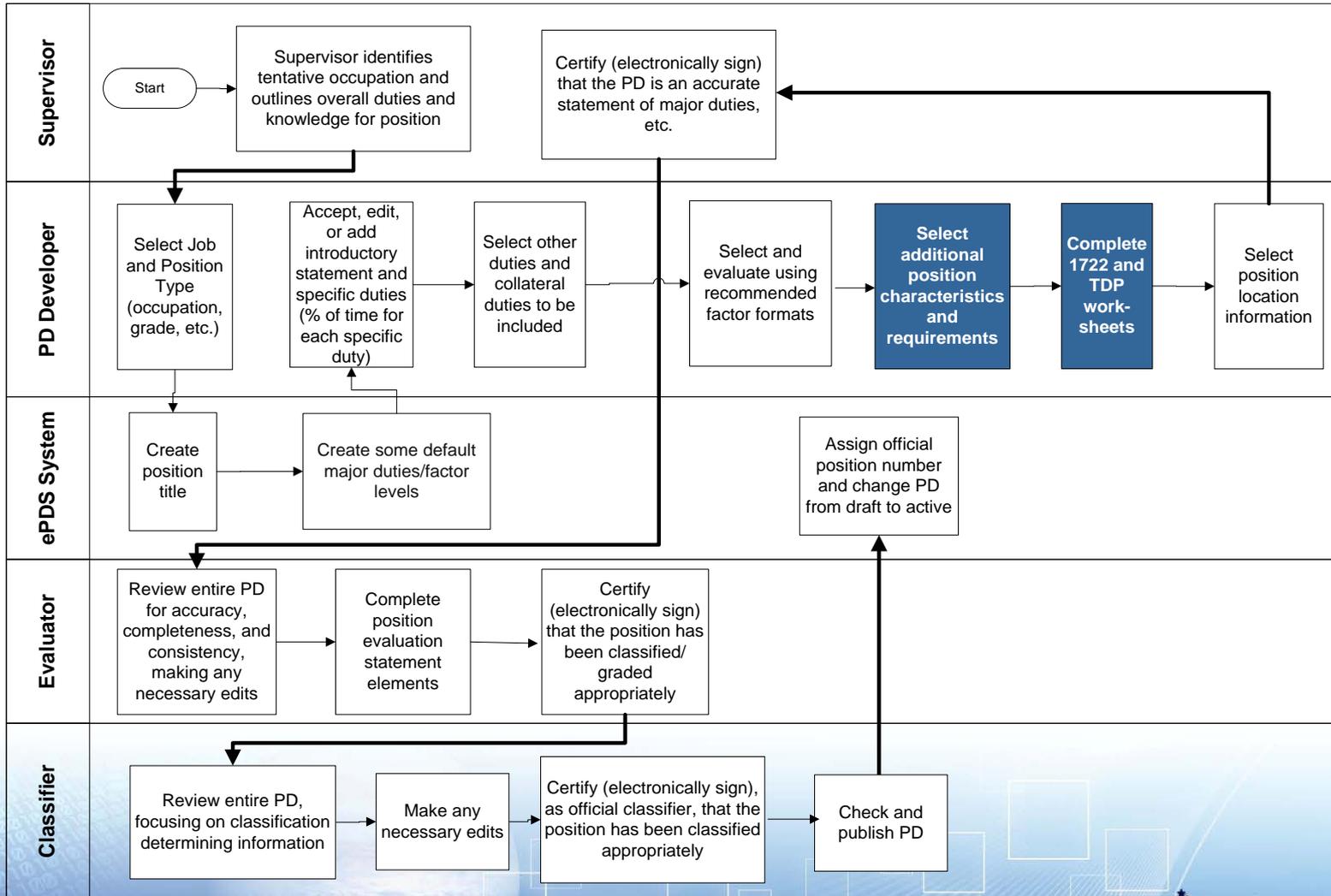
Module 2: Create a PD





PD Process – Step 4

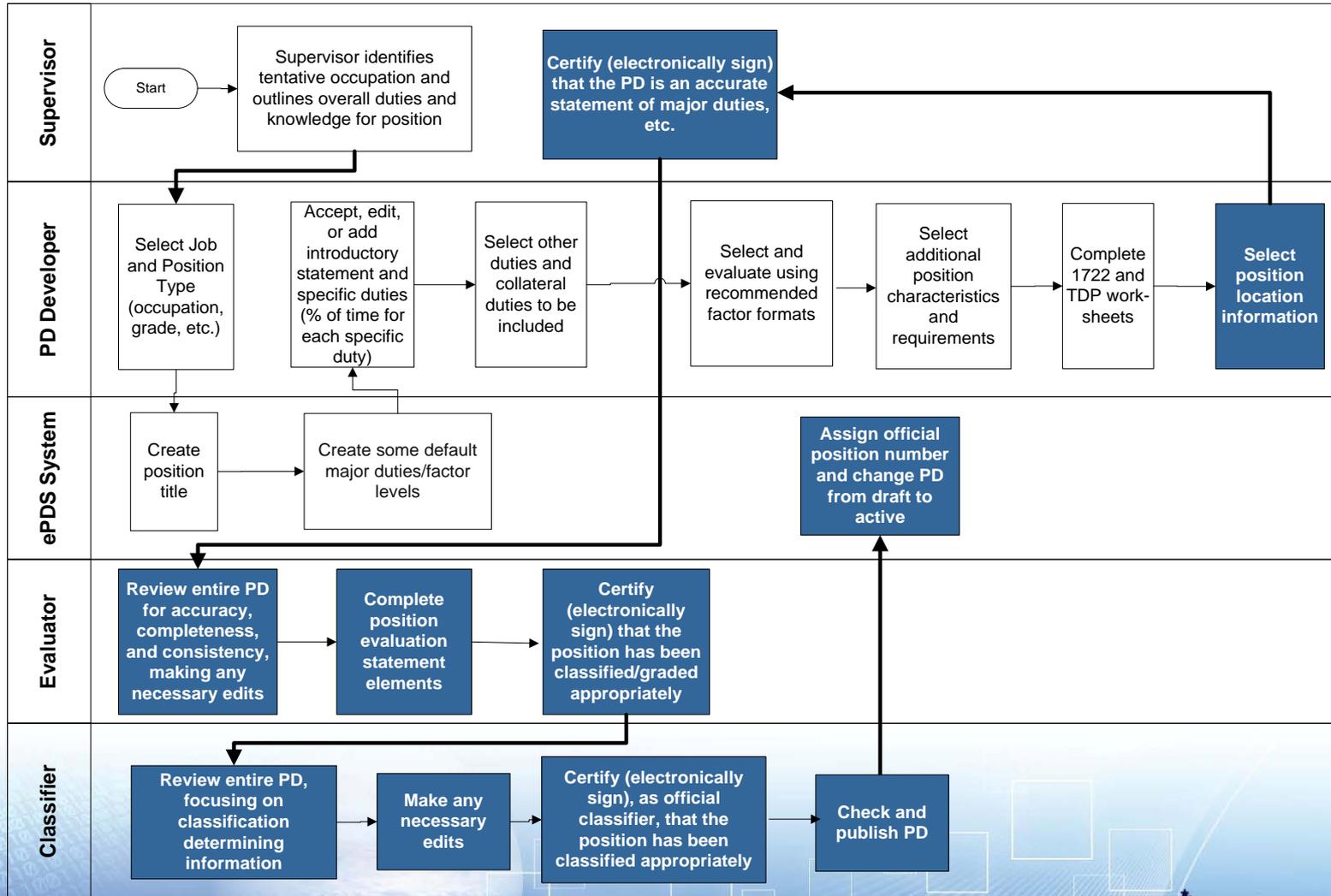
Module 2: Create a PD





PD Process – Step 5

Module 2: Create a PD



ePDS Navigation Tips

- Use [Previous Page](#) and [Save & Continue to Next Page](#) to navigate instead of the browser's "back" and "forward" buttons.
- Always click [Save](#) before navigating away from the current page.
 - This is especially important if you use the 5-step menu on the left.
- Every data field has additional information and links in the Help Button. To access the information click .
- To check for warnings or errors in the PD, click on the progress bar in the toolbar across the top of the screen at any time.



ePDS Navigation Tips (cont.)

- To add a note or comment about the PD you are working on, click **NOTES** in the toolbar across the top of the screen.
 - For example: You can use this feature to identify incumbency allocation or to include a message for the Supervisor on edits made to the PD.
- Most data fields have a default value defined. The use of default values helps to minimize the number of “clicks” required for PD creation.
- Some data fields have a drop-down list of options. You can make a choice from the list or select **Other** and specify your own text.

Save your work frequently as you complete the 5 steps to PD creation.



5 Steps to PD Creation

- You can create PDs in 5 easy steps in ePDS.
- Throughout these 5 steps, multiple roles and multiple people are involved.
- It is important to complete the PD information as completely and accurately as possible.
- You should contact your HR Office for assistance during any step.

+ 1. Occupation

+ 2. Duties

+ 3. Factors

+ 4. Characteristics

+ 5. Approval

Step 1. Occupation

- 1. Occupation
+ 2. Duties
+ 3. Factors
+ 4. Characteristics
+ 5. Approval

- In **Step 1. Occupation**, you will identify the type of job, the proposed grade level, and the official title for the position.
- Occupation is divided into three sections:
 - Job Type
 - Position Type
 - Position Title



Step 1. Occupation (cont.)

Job Type

- NASA Class Codes (NCCs) drive the creation of the PD. This is the first, and most important, step.
- Once you select an NCC, ePDS populates the OPM Series, grade options, and position title elements.

What kind of position are you describing:	NASA Class Code: TBD OPM Series: TBD
	Engineering, Scientific & Technical Positions: <ul style="list-style-type: none"><input type="radio"/> AST - Aerospace Technology (NCC: 700) (NASA Engineering & Scientific Positions)<input type="radio"/> Non-AST - Engineering, Scientific, and Technical (NCC: 200)<input type="radio"/> Non-AST - Life and Social Science Positions (NCC: 900) Other Positions: <ul style="list-style-type: none"><input type="radio"/> Professional Administrative (NCC: 600)<input type="radio"/> Technicians and Support (NCC: 300)<input type="radio"/> Clerical/Assistant (NCC: 500)



Step 1. Occupation (cont.)

Job Type

- Proposed Grade Level and Proposed Full Performance Level are both required fields.

Proposed Grade Level:	Choose: <input type="button" value="v"/>	If 'Other', Specify Non-Standard Grade: <input type="button" value="v"/>
Proposed Full Performance Level:	Choose: <input type="button" value="v"/>	If 'Other', Specify Non-Standard Grade: <input type="button" value="v"/>

- The proposed grade can not be *higher* than the full performance grade.

ePDS creates the PD for the Proposed Grade Level, even if the Proposed Full Performance Level is a higher grade.



Step 1. Occupation (cont.)

Job Type

- Select **Other** when you are picking a grade level for a series that is outside the “normal” grade level for that series.

Proposed Grade Level:	Other ▼	If 'Other', Specify Non-Standard Grade:	▼
Proposed Full Performance Level:	Other ▼	If 'Other', Specify Non-Standard Grade:	▼

If you select **Other** ePDS will not provide default text for certain data fields.



Step 1. Occupation (cont.)

Position Title

- ePDS populates the NASA and OPM position titles based on NCC and position type information.
- ePDS contains NASA-approved titles, including NASA abbreviated titles.
- The standardization of titles provides consistency across the Agency.
- The option to edit the title is only available where approved by the NASA classification system (e.g., OPM series 301 and 303).



Demonstration of Step 1. Occupation



Step 2. Duties

+ 1. Occupation
- 2. Duties -Major Duties -Other Duties
+ 3. Factors
+ 4. Characteristics
+ 5. Approval

- In [Step 2. Duties](#), you will describe the major duties as well as other duties assigned for the position.
- Duties are divided into two categories, each with two sections:
 - 2a. [Major Duties](#)
 - Duties & Responsibilities
 - Specific Duties
 - 2b. [Other Duties](#)
 - Other Duties
 - Collateral Duties



Step 2a. Major Duties

Duties & Responsibilities

- In this section, you are asked to write a brief introductory statement describing the major function of the position.
- Introductory statements are not required.
- If you select an AST NCC, the introductory statement will be populated with default text and you will be able to edit the text.
- If you select a non-AST NCC, the introductory statement will be blank.

Classification Tips:

How to Write an Introductory Statement

The Introductory Statement should include the following:

- Where the position is located organizationally.
- The primary purpose of the position in one or two sentences.
- The mission and function of the organization.
- The position's functional title, if appropriate.



Step 2a. Major Duties (cont.)

Specific Duties

- A duty statement identifies duties that are expected to recur on a regular basis and will occupy approximately 25% or more of the incumbent's total duty time.
 - At least one specific duty is required.
 - As a guideline, you should identify no more than four specific duties (system allows eight).
 - Each specific duty has a 1,500 character limit, so avoid putting all specific duties in one duty statement.
 - Do not include minor duties, except for the following:
 - Include any and all minor duties that are determinant of a qualification requirement, e.g., a special skill or knowledge that is not otherwise captured in the major duties.
- A percentage is required for each specific duty.

The total of all the specific duties must equal 100%
or ePDS will not let you certify and publish.



Step 2a. Major Duties (cont.)

Specific Duties

- Specific duties are not available for selection from a pre-populated list.
- Resources are available to help you enter specific duties into ePDS.
 - Use an existing PD in ePDS.
 - Copy from an existing Word document.
 - Create the duties on your own.

Classification Tips:

How to Write a Duty Statement

A Duty Statement should identify:

- What tasks are performed to carry out a specific duty.
- How the tasks are accomplished (knowledge, skills, abilities, actions, and/or tools used).
- Why the tasks are performed.

When writing a duty statement, use active verbs, be clear and concise, and include special requirements.



Step 2b. Other Duties

Other Duties

- Other Duties are not directly related to the primary occupation.
- Examples of Other Duties:
 - Safety
 - Quality
 - Technology Transfer
 - Equal Opportunity
- If you select a duty, the associated statement for that duty will be included on the PD.

Collateral Duties

- Collateral Duties are responsibilities required in addition to the primary responsibilities.
- Examples of Collateral Duties:
 - Developmental Programs
 - Facility Manager Duties
 - Contract Responsibilities
 - EO Counselor
- When using the drop-down menus, you can select **Other** and enter your own text.



Demonstration of Step 2. Duties

Step 3. Factors

+ 1. Occupation
+ 2. Duties
- 3. Factors
+ 4. Characteristics
+ 5. Approval

- In **Step 3. Factors**, you will select the format for determining the grade level for the position you are creating, and indicate unique knowledge and skills for the position.
- Specific sections include:
 - Evaluation Guide
 - Factor Level Relationships for Professional Work
 - Knowledge, Skills, and Abilities



Step 3. Factors (cont.)

- There are seven factor formats available for selection, based on the format of the PD:
 - Factor Evaluation System (FES)
 - General Schedule Supervisory Guide (GSSG)
 - Research Grade Evaluation Guide (RGEG)
 - Equipment Development Grade Evaluation Guide (EDGEG)
 - Part I – Product Development Engineering
 - Part II – Project Management Engineering
 - Part III – Experimental Development
 - Narrative Evaluation System



Step 3. Factors (cont.)

- ePDS automatically generates a default factor level and text for the Factor Evaluation System (FES) factors based on the NCC and grade level selected during [Step 1. Occupation](#).
 - If no default is provided, either no grade was selected or the selected grade falls outside the normal grade level for that series.
- You can edit both the default factor level and text.
 - Once edited, you can quickly identify that the default level and/or text was changed, and compare the changed text to the default.
- If the position is AST, default text for an AST Knowledge will populate.
 - This field is not editable.

At least one Position Unique Knowledge is required.



Step 3. Factors (cont.)

- Total points for the factor levels must be within the correct range for the grade level.
 - If they are not, the total point range will show up in red.
- ePDS saves the factor levels, so if you go back to [Step 1. Occupation](#) and change the NCC and/or Proposed Grade Level, the FES factors will *not* update to reflect the new position details.
 - This ensures that you do not lose any edits you made.
 - This means you may not have factors that reflect the correct grade.



Step 3. Factors (cont.)

- If you change the grade level, for ePDS to automatically update the FES factors, you need to remove the record.
 - To do this, click the Delete icon and then re-select FES.
 - ePDS will refresh the factor levels and text based on the updated position information.
- You can also manually change the factors to reflect the grade, as ePDS will highlight that the default level has been changed.
 - Clicking on (Default level changed) will show you the default factors for the new grade (Default template field), as well as the default factors for the original grade (User Text field).



Demonstration of Step 3. Factors

Step 4. Characteristics

+ 1. Occupation
+ 2. Duties
+ 3. Factors
- 4. Characteristics
+ 5. Approval

- In **Step 4. Characteristics** you will identify the characteristics for the position.
- Characteristics is divided into four sections.
 - Position Characteristics
 - Position Requirements
 - Position Sensitivity and TDP
 - Other



Step 4. Characteristics (cont.)

- Required position data elements identify additional information that is required to properly code a personnel action, or assist in recruiting the proper candidate for the position.
- The coding information will eventually feed into other NASA systems.
- When using the drop-down menus, you can select **Other** and enter your own text.
- If you select a position data element, the associated statement will be included on the PD.

You will not be able to publish the PD until all the required fields are completed.

Step 4. Characteristics (cont.)

Section	Field	Tip
Position Characteristics	Competitive Level:	<ul style="list-style-type: none"> Some Centers may not use this field. Contact your HR Office for instructions on how to properly code.
	Supervisor Status:	<ul style="list-style-type: none"> This field cannot be updated. It is automatically determined by the position type selected in Step 1. Occupation.
Position Sensitivity & TDP	NASA Position Designation Record Form 1722: Testing Designated Position:	<ul style="list-style-type: none"> 1722 is automated and available via ePDS. Automatically completes the TDP once you answer Yes.

If you need assistance use the help function or contact your HR Office.



Demonstration of Step 4. Characteristics



Step 5. Approval

+ 1. Occupation
+ 2. Duties
+ 3. Factors
+ 4. Characteristics
- 5. Approval

- In **Step 5. Approval** you will evaluate and electronically certify the position.
- Approval is divided into four sections.
 - Position Location
 - Supervisory Certification
 - Position Evaluation Statement Elements
 - Classifier Certification



Step 5. Approval (cont.)

Supervisor

- ePDS System Role: Supervisor

Responsible for:

- Reviewing the PD.
- Electronically signing the PD to certify that it is an accurate statement of major duties and responsibilities of the position and its organizational relationships.

Evaluator *(optional)*

- ePDS System Role: Classifier (without classification authority)

Responsible for:

- Reviewing and evaluating the PD.
- Electronically signing the PD to confirm that the position is classified accurately, and meets all NASA and OPM requirements and standards.

Classifier

- ePDS System Role: Classifier (with classification authority)

Responsible for:

- Reviewing the PD.
- Electronically signing the PD to certify that the position is classified accurately, and meets all NASA and OPM requirements and standards.
- Publishing the PD.

The Classifier should not certify the PD until it is ready to be published.



Step 5. Approval (cont.)

Position Location

Position Location
Center:
Duty Station:
Organization Code:
Organization Structure:
Bargaining Unit Status:

- You will only see your Center options for:
 - Center (will default to your Center)
 - Duty Station
 - Organization Code
 - Organization Structure
 - Bargaining Unit Status
- You cannot select more than one Organization code.
- Options are driven by FPPS data tables to ensure data accuracy and integrity.



Step 5. Approval (cont.)

Supervisory Certification

- Supervisors are responsible for electronically signing the PD to certify that the duties are accurate.
- You will only have the ability to sign for Organizations for which you have access.
- You only need to sign once, even if changes are made by the Classifier.
- You should not sign until Specific Duties are entered and add up to 100% ([Step 2. Duties](#)) and until the Position Location information is completed ([Step 5. Approval](#)).

Supervisory Certification

I certify that this is an accurate statement of major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purpose relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes of their implementing regulations. By entering my NASA Account Management System (idMAX) password below, I agree to the above statement.

Supervisor User ID (idMAX):

Supervisor Password (idMAX):



Step 5. Approval (cont.)

Position Evaluation Statement Elements

- The Evaluation Statement will be formatted based on the format the PD was created in.
 - Standards will be automatically selected for those factor formats accessed during [Step 3. Factors](#).
 - Classifier may select/deselect standards based on which OPM standards were used to classify the PD.
 - Classifier must ensure all standards used to classify the position are documented.
 - Classifier may add notes to specific levels for each factor format selected, justifying the factor level.
 - Classifier may add justification for pay plan, series, and/or grade.

You may not be able to see Position Evaluation Statement elements based on your system role.



Step 5. Approval (cont.)

Evaluation Statement Requirements

Per NASA Procedural Requirements (NPR), documentation of the judgments made for the classification of certain categories of positions is required for:

- Supervisory positions.
- Positions that exceed the published grade-level criteria in the governing standard.
- Positions for which there are no specific published grade-level criteria (e.g., GS-301, GS-341).
- Positions whose classifications reflect in some measure the impact of the incumbent on the position.
- Positions that are borderline GS/FWS.



Step 5. Approval (cont.)

Classifier Certification

- **Evaluator:** HR Specialist without classification authority or a Contract Classifier.
- **Classifier:** HR Specialist with delegated classification authority for the grade level of the PD.
- Classifier is responsible for ensuring the accuracy of the PD – and that means – **Title, Series, and Grade.**

Classifier Certification

I certify that this position has been classified/graded as required by Title 5, U.S. Code in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards. By entering my NASA Account Management System (idMAX) password below, I agree to the above statement.

Evaluator User ID (idMAX):

Evaluator Password (idMAX):

Classifier User ID (idMAX):

Classifier Password (idMAX):



Demonstration of Step 5. Approval



Hands-on Lab

- Complete hands-on exercise to create a basic PD.
 - Non-Supervisor
 - Not a research position
 - Not an equipment development position



PD Documents

PD Document	Description
Position Description	Documents the major duties, responsibilities, and organizational relationships of a job. It serves as the official record of the classification of the job and is used to make many other personnel decisions.
Coding Information	Documents all required position data elements.
Evaluation Statement	Documents judgment made for the classification of the position.

You are able to save or print any of these PD documents as a .pdf file.

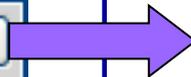


PD Documents (cont.)

View This PD

Coding Information

Evaluation Statement





Position Description



Description # :	1000996	
NASA Title & Class Code :	Research AST, Solid Earth Geophysical Studies NCC 702 - 12	
OPM Title :	Research Geophysicist	
Pay Plan, Series, & Grade :	GS - 1313 - 14	Full Performance Level : GS - 14
Activity Location :	GODDARD SPACE FLIGHT CENTER	
Duty Location :	GREENBELT, PRINCE GEORGE'S, MARYLAND	
Organization Structure :	1000 - OFF OF THE DIRECTOR 6000 - SCIENCES and EXPLORATION DIRECTORATE 6900 - SOLAR SYSTEM EXPLORATION DIV 6980 - PLANETARY GEODYNAMICS LAB	
Certifications :	Duties Certified : Herbert Frey	03/11/2009 - AST, Solid Earth Geophysical Studies
	Classified By : Nelson S Rodriguez	04/21/2009 - Human Resources Specialist
Introductory Statement :	<p>This position is included within a specialty that involves research into and study of the physical and geopotential characteristics of the Earth, Moon and other planets, using sophisticated computer modeling of data from aircraft, balloons, ships, spacecraft, geophysical observatories and sensors on the surface of the Moon and other planets.</p>	



Demonstration of PD Documents

Check and Publish a PD

- Selecting **Check & Publish** allows the Classifier to publish a PD, promoting it from draft PD to active PD.
 - The PD should be published immediately after the Classifier certifies it.
- The Classifier will receive a message summarizing any warning/s or error/s on the PD before it is published.

Errors & Warnings	
Any errors below must be reconciled before an official PD can be created.	
Warnings	
No warnings found.	
Errors	
Type of Position must be specified (Step 1. Occupation)	
Proposed Grade must be selected (Step 1. Occupation)	
Duties do not add up to 100 percent (Step 2. Duties)	
1722 Form has not been completed (Step 4. Characteristics)	
Testing Designated Position Form has not been completed (Step 4. Characteristics)	
A Duty Station must be selected (Step 5. Approval Page)	
An Organization must be selected (Step 5. Approval Page)	
A Bargaining Unit must be selected (Step 5. Approval Page)	
Supervisor has not signed PD (Step 5. Approval Page)	
Classifier has not signed PD (Step 5. Approval Page)	



Check and Publish a PD (cont.)

- A PD cannot be published until the errors are resolved.
- Once published, a PD number is assigned, following an Agency-wide numbering scheme.
 - 1000001, 1000002, 1000003, etc.
- Once published, a PD can not be edited or un-published.
- SF50 data for active PDs is available via WTTS for the processing of personnel actions and verification of security data.

The PD number for Active PDs will be different from the Draft PD number.



Demonstration of Check and Publish a PD



Lesson Check

1. What are the 5 easy steps for PD creation?
2. During which step would you complete the 1722 and TDP worksheets?
3. Which step in the three-step approval process is optional?
4. Can you see Organization codes for other Centers?
5. Which PD Document contains the judgment made for the classification of the position?
6. Who can publish a PD? When should you publish a PD?



Debrief

- Key learning points of Module 2:
 - All new PDs must be created in ePDS.
 - Always save when moving through the 5 easy steps to PD creation in ePDS.
 - Resources are available to help you enter specific duties into ePDS.
 - To check and publish a PD, all required fields must be completed (e.g., position unique knowledge, appointment type, organization code, electronic signatures, etc.).
 - There are three PD documents available in ePDS.
 - If you have questions or require assistance, contact your HR Office.



ePDS Foundations

Module 3: CREATE NON-BASIC PDs



Module Objectives

- Upon completion of this module, you will:
 - Be able to create non-basic PDs in ePDS.
 - Supervisory
 - Research
 - Equipment Development
 - Other
 - Understand when default text and/or levels are provided by ePDS and when you need to select them.
 - Understand the various factor formats and know when and how to use them individually or in combination.



Non-Basic PDs

- Team Lead
- Work Lead
- Management Official
- Supervisor CSRA
- Supervisor
- Research
- Equipment Development
- Narrative

There are a variety of non-basic PDs.
Different combinations of position type options can result in a complex PD.



Position Type Options

Position Type	Title Updates	Specific Duties Update	Recommended Factor Formats	Supervisor Status Updates	Standards Used to Classify
Team Lead	Yes - Lead	Yes - Team Lead (25%)	FES	Team Lead	FES
Work Lead	Yes - Lead	Yes - Work Lead (20%)	FES	Work Lead	FES
Mgmt Official	No	No	FES	Mgmt Official	FES
Supervisor CSRA	No	Yes - Supervisor CSRA (20%)	FES	Supervisor (CSRA)	FES
Supervisor	Yes - Supervisory	Yes - Supervisor (25%)	FES & GSSG	Supervisor	FES & GSSG
Research	Yes - Research	Yes - Research (25%)	FES & RGEG	N/A	FES & RGEG
Equipment Development	No	No	FES EDGE Part I EDGE Part II EDGE Part III	N/A	FES EDGE Part I EDGE Part II EDGE Part III



Create a Supervisory PD

What kind of position are you describing:	NASA Class Code: 621-01 OPM Series: 0510	
	Engineering, Scientific & Technical Positions: <input type="radio"/> AST - Aerospace Technology (NCC: 700) (NASA Engine <input type="radio"/> Non-AST - Engineering, Scientific, and Technical (NCC: 2 <input type="radio"/> Non-AST - Life and Social Science Positions (NCC: 900) Other Positions: <input checked="" type="radio"/> Professional Administrative (NCC: 600) <input type="radio"/> Technicians and Support (NCC: 300) <input type="radio"/> Clerical/Assistant (NCC: 500)	
Proposed Grade Level:	14	If 'Other', Specify Non-Standard Grade:
Proposed Full Performance Level:	14	If 'Other', Specify Non-Standard Grade:
Position Type		
Position Type:	Supervisor (Duties 25% or greater)	
Research Position:	<input checked="" type="radio"/> No <input type="radio"/> Yes Must be Engineering or Science Position <small>theoretical research. Must be grade 11 or</small>	
Equipment Development Position:	<input checked="" type="radio"/> No <input type="radio"/> Yes	
Position Title		
NASA Title:	Supervisory Accountant	
Abbreviated NASA Title:	Supervisory Accountant	
OPM Title:	Supervisory Accountant	
Abbreviated OPM Title:	Supervisory Accountant	

- In **Step 1. Occupation**, select **Supervisor (Duties 25% or greater)** in the **Position Type** dropdown menu after selecting the NCC.
- ePDS will automatically update the NASA and OPM titles with the Supervisor prefix.
 - Supervisory
 - Supv

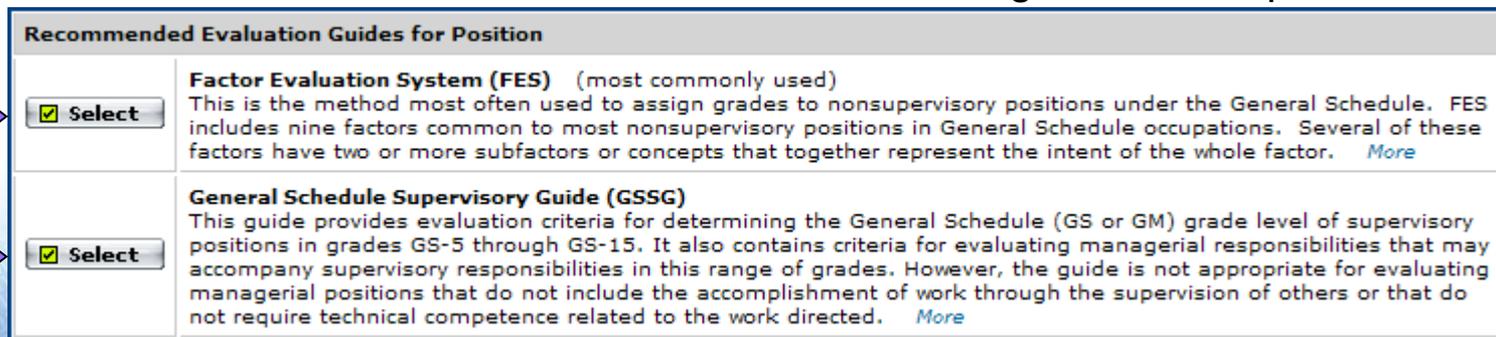
Create a Supervisory PD (cont.)

- In [Step 2. Duties](#), ePDS will automatically add default text (generic supervisory statement) for the first specific duty and will default the duty percentage to 25%.
 - You can edit the text and increase the percentage.
 - If you want to decrease the percentage to less than 25%, you need to go back to [Step 1. Occupation](#) and select Supervisor CSRA.

Specific Duties	Percent time total: 25%
Supervisor Duties: % time: 25%	Supervisor provides occupational specific technical and administrative direction 25 percent or more of the time to three or more subordinate employees performing the work and functions of the organization. * Obtains resources and identifies strategic objectives for the organization. * Defines jobs, selects employees, and assigns work; defines technical work requirements and milestones; evaluates the organization and employee accomplishments by accepting or rejecting work products; and presents and defends organization and employees work to senior management and other offices. * Recommends employee promotions and recognition; approves leave; implements performance modifications and takes corrective actions as appropriate. * Provides equal opportunity in all Federal human capital and employment programs regardless of race, color, gender, national origin, religion, age, disability, sexual orientation, affiliation or non-affiliation with a labor organization, political affiliation, or status as a parent. * Provides employees resources and information that insures a safe and healthy work environment.
<input type="button" value="Edit"/>	

Create a Supervisory PD (cont.)

- In **Step 3. Factors**, ePDS will recommend the FES and General Schedule Supervisory Guide (GSSSG) factor formats.
 - Remember, ePDS automatically generates a default factor level and text for the FES factors based on the NCC and grade.
 - GSSSG factor levels default to 1. You have to go through each factor and select the appropriate level. ePDS will provide you with the point range for the proposed grade level.
 - Use OPM standards, references, links, and guides for help.



Recommended Evaluation Guides for Position	
<input checked="" type="checkbox"/> Select	Factor Evaluation System (FES) (most commonly used) This is the method most often used to assign grades to nonsupervisory positions under the General Schedule. FES includes nine factors common to most nonsupervisory positions in General Schedule occupations. Several of these factors have two or more subfactors or concepts that together represent the intent of the whole factor. More
<input checked="" type="checkbox"/> Select	General Schedule Supervisory Guide (GSSSG) This guide provides evaluation criteria for determining the General Schedule (GS or GM) grade level of supervisory positions in grades GS-5 through GS-15. It also contains criteria for evaluating managerial responsibilities that may accompany supervisory responsibilities in this range of grades. However, the guide is not appropriate for evaluating managerial positions that do not include the accomplishment of work through the supervision of others or that do not require technical competence related to the work directed. More



Create a Supervisory PD (cont.)

- In **Step 4. Characteristics**, ePDS will automatically update the **Supervisor Status** to Supervisor.
 - To change the Supervisor Status, you must modify the position type selected in **Step 1. Occupation**.

Supervisor Status:	SUPERVISOR (Duties 25% or greater) (2)
To update this field, access the 'Position Type' field on the Occupation page (Step 1).	Position requires the exercise of supervisory responsibilities at least 25 percent of the positions work time; meets other minimum requirements for application of the Supervisory Position Evaluation Guide, or similar OPM standards for minimum supervisory responsibility; and is titled with the prefix "Supervisory". Supervisors have authority in the interest of the agency to hire, direct, assign, promote, reward, transfer, furlough, layoff, recall, suspend, discipline, or remove employees, to adjust their grievances, or to recommend such action. (Examples: Supervisory Chemist or Supervisory Accountant and serve as Branch Chiefs, Division Chiefs, etc.)



Create a Supervisory PD (cont.)

- In **Step 5. Approval**, the Classifier will need to verify and add other OPM standards used, evaluate the FES and GSSG factors, and document any notes and justifications for the Evaluation Statement.

Standards used to classify this position: [View All Classification Guides](#)

- OPM GS Primary Standard for the Factor Evaluation System (Jul-95)
- OPM GS 0800 JF PCS for Professional Work in the Engineering and Architecture Group (Nov-08)
- OPM GS General Schedule Supervisory Guide (Jun-98)

FES Justification:		Factor	Level	Notes
	1. Knowledge Required by the Position		Level: 8 Points: 1550	<input type="button" value="Edit"/>
	2. Supervisory Controls		Level: 5 Points: 650	<input type="button" value="Edit"/>

GSSG Justification:		Factor	Level	Notes
	1. Program Scope and Effect		Level: 4 Points: 775	<input type="button" value="Edit"/>
	2. Organizational Setting		Level: 3 Points: 350	<input type="button" value="Edit"/>



Demonstration of Create a Supervisory PD



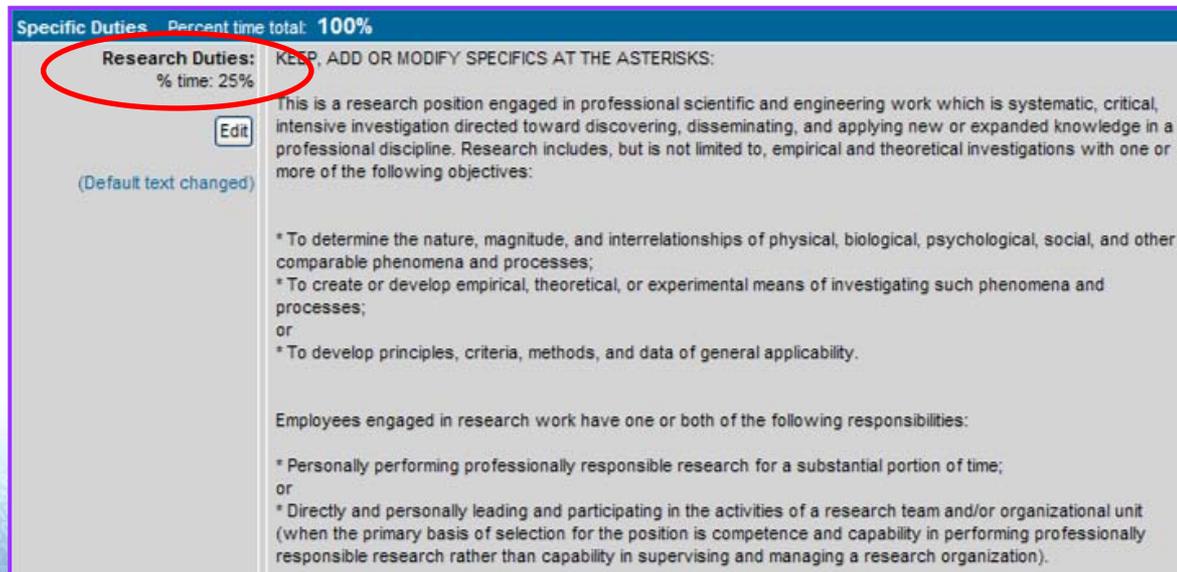
Create a Research PD

What kind of position are you describing:	NASA Class Code: 710-30 OPM Series: 0861
	Engineering, Scientific & Technical Positions: <input checked="" type="radio"/> AST - Aerospace Technology (NCC: 700) (NASA Engineering & Scientific Position) <input type="radio"/> Non-AST - Engineering, Scientific, and Technical (NCC: 200) <input type="radio"/> Non-AST - Life and Social Science Positions (NCC: 900) Other Positions: <input type="radio"/> Professional Administrative (NCC: 600) <input type="radio"/> Technicians and Support (NCC: 300) <input type="radio"/> Clerical/Assistant (NCC: 500)
Proposed Grade Level:	13 <input type="button" value="v"/> If 'Other', Specify Non-Standard Grade: <input type="text"/> <input type="button" value="v"/>
Proposed Full Performance Level:	13 <input type="button" value="v"/> If 'Other', Specify Non-Standard Grade: <input type="text"/> <input type="button" value="v"/>
Position Type	
Position Type:	Non-Supervisor <input type="button" value="v"/>
Research Position:	<input type="radio"/> No <input checked="" type="radio"/> Yes <small>Selecting "Yes" will add the prefix "Research" to the position title.</small>
Equipment Development Position:	<input checked="" type="radio"/> No <input type="radio"/> Yes
Position Title	
NASA Title:	Research AST, Fluid Mechanics
Abbreviated NASA Title:	Research AST, Fluid Mechanics
OPM Title:	Research Aerospace Engineer
Abbreviated OPM Title:	Research Aerospace Engineer

- In **Step 1. Occupation**, select **Yes** for **Research Position** under Position Type after selecting the NCC.
- ePDS will automatically update the NASA and OPM titles with the **Research** prefix.
 - Research
 - Rsch

Create a Research PD (cont.)

- In **Step 2. Duties**, ePDS will automatically add default text (generic research statement) for the first specific duty and will default the duty percentage to 25%.
 - You can edit the text and increase the percentage.



Specific Duties Percent time total: 100%

Research Duties: KEEP, ADD OR MODIFY SPECIFICS AT THE ASTERISKS:
% time: 25%

(Default text changed)

This is a research position engaged in professional scientific and engineering work which is systematic, critical, intensive investigation directed toward discovering, disseminating, and applying new or expanded knowledge in a professional discipline. Research includes, but is not limited to, empirical and theoretical investigations with one or more of the following objectives:

- * To determine the nature, magnitude, and interrelationships of physical, biological, psychological, social, and other comparable phenomena and processes;
- * To create or develop empirical, theoretical, or experimental means of investigating such phenomena and processes;
- or
- * To develop principles, criteria, methods, and data of general applicability.

Employees engaged in research work have one or both of the following responsibilities:

- * Personally performing professionally responsible research for a substantial portion of time;
- or
- * Directly and personally leading and participating in the activities of a research team and/or organizational unit (when the primary basis of selection for the position is competence and capability in performing professionally responsible research rather than capability in supervising and managing a research organization).

Create a Research PD (cont.)

- In [Step 3. Factors](#), ePDS will recommend the FES and Research Grade Evaluation Guide (RGEG) factor formats.
- RGEG factor levels default to A. You have to go through each factor and select the appropriate level.
 - ePDS will provide you with the point range for the proposed grade level.
 - Use OPM standards, references, links, and guides for help.

Recommended Evaluation Guides for Position	
<input checked="" type="checkbox"/> Select	Factor Evaluation System (FES) (most commonly used) This is the method most often used to assign grades to non-supervisory positions. It includes nine factors common to most nonsupervisory positions. Each factor has two or more subfactors or concepts that together
<input checked="" type="checkbox"/> Select	Research Grade Evaluation Guide (RGEG) This guide evaluates work in professional scientific and engineering research and research responsibility which are: <ul style="list-style-type: none">• Research – Systematic, critical, intensive investigation applying new or expanded knowledge in a professional field; to create or develop empirical, theoretical, and practical interrelationships of physical, biological, psychological, and social phenomena and processes; and/or to develop principles of applicability, and• Research Responsibility – Professionals engaged in personally performing professionally responsible research and personally leading and participating in the activities of research. <i>More</i>

The Research Grade Evaluation Guide (RGEG) factor format is available in ePDS.



Create a Research PD (cont.)

- In **Step 5. Approval**, the Classifier will need to verify and add other OPM standards used, evaluate the FES and RGEN factors, and document any notes and justifications for the Evaluation Statement.

Standards used to classify this position: [View All Classification Guides](#)

- OPM GS Primary Standard for the Factor Evaluation System (Jul-95)
- OPM GS Research Grade Evaluation Guide (Sep-06)
- OPM GS 0800 JF PCS for Professional Work in the Engineering and Architecture Group (Nov-08)

FES Justification:		Factor	Level	Notes
	1. Knowledge Required by the Position		Level: 8 Points: 1550	<input type="button" value="Edit"/>
	2. Supervisory Controls		Level: 5 Points: 650	<input type="button" value="Edit"/>

RGEN Justification:		Factor	Level	Notes
	1. Research Assignment		Level: 3 Points: 6	<input type="button" value="Edit"/>
	2. Supervisory Controls		Level: 2 Points: 4	<input type="button" value="Edit"/>



Demonstration of Create a Research PD



Create an Equipment Development PD

- In Step 1. Occupation, after selecting the NCC, select **Yes** for **Equipment Development Position** under Position Type.
 - The NASA and OPM titles are not updated.

What kind of position are you describing:	NASA Class Code: 740-02 OPM Series: 0801
	Engineering, Scientific & Technical Positions: <input checked="" type="radio"/> AST - Aerospace Technology (NCC: 700) (NASA Engineering & Scientific Positions) <input type="radio"/> Non-AST - Engineering, Scientific, and Technical (NCC: 200) <input type="radio"/> Non-AST - Life and Social Science Positions (NCC: 900) Other Positions: <input type="radio"/> Professional Administrative (NCC: 600) <input type="radio"/> Technicians and Support (NCC: 300) <input type="radio"/> Clerical/Assistant (NCC: 500)
Proposed Grade Level:	13 <input type="button" value="v"/> If 'Other', Specify Non-Standard Grade: <input type="text"/> <input type="button" value="v"/>
Proposed Full Performance Level:	13 <input type="button" value="v"/> If 'Other', Specify Non-Standard Grade: <input type="text"/> <input type="button" value="v"/>
Position Type	
Position Type:	Non-Supervisor <input type="button" value="v"/>
Research Position:	<input checked="" type="radio"/> No <input type="radio"/> Yes Selecting "Yes" will add the prefix "Research" to the position title.
Equipment Development Position:	<input type="radio"/> No <input checked="" type="radio"/> Yes

Create an Equipment Development PD (cont.)

- In **Step 3. Factors**, ePDS will recommend the FES and Equipment Development Grade Evaluation Guide (EDGEG) factor formats.

Recommended Evaluation Guides for Position	
	Factor Evaluation System (FES) (most commonly used) This is the method most often used to assign grades to nonsupervisory positions under the General Schedule. FES includes nine factors common to most nonsupervisory positions in General Schedule occupations. Several of these factors have two or more subfactors or concepts that together represent the intent of the whole factor. More
	Equipment Development Grade Evaluation Guide (EDGEG) Part I - Product Development Engineering Part I of this guide is intended for use in grade evaluation of professional engineering positions at GS-11 and above engaged in new equipment development. More
	EDGEG Part II - Project Management Engineering Part II of the Development Engineering Grade-Evaluation Guide covers positions of engineers who manage the combined efforts of contractors and Government to accomplish a specific development project. More
	EDGEG Part III - Experimental Development Part III of the guide is to be used in the grade evaluation of professional engineering and scientific positions at GS-09 and above where the incumbents personally perform experimental and investigative activities to develop new and improved equipment and to advance technology. More

The Equipment Development Grade Evaluation Guide (EDGEG) factor format is available in ePDS.



Create an Equipment Development PD (cont.)

- **EDGEG Part I – Product Development Engineering**
 - Used in grade evaluation of professional engineering positions at GS-11 and above engaged in new equipment development.
- **EDGEG Part II – Project Management Engineering**
 - Used in grade evaluation of engineers who manage the combined efforts of contractors and Government to accomplish a specific development project.
- **EDGEG Part III – Experimental Development**
 - Used in grade evaluation of professional engineering and scientific positions at GS-09 and above, where the incumbents personally perform experimental and investigative activities to develop new and improved equipment and to advance technology.



Create an Equipment Development PD (cont.)

- For EDGEG Part I
 - ePDS automatically generates a default factor level and text based on the grade.
- For EDGEG Part II and III
 - Factor levels default to A.
 - You have to go through each factor and select the appropriate level. ePDS will provide you with the point range for the proposed grade level.

Use OPM standards, references, links, and guides for help.



Create an Equipment Development PD (cont.)

- In **Step 5. Approval**, the Classifier will need to verify and add other OPM standards used, evaluate the FES and EDGE G factors and document any notes and justifications for the Evaluation Statement.

Standards used to classify this position: [View All Classification Guides](#)

- OPM GS Equipment Development Grade Evaluation Guide; Part II - Project Management Engineering (Jun-68)
- OPM GS Primary Standard for the Factor Evaluation System (Jul-95)
- OPM GS 0800 JF PCS for Professional Work in the Engineering and Architecture Group (Nov-08)

FES Justification:	Factor	Level		Notes
	1. Knowledge Required by the Position	Level: 8 Points: 1550	<input type="button" value="Edit"/>	
	2. Supervisory Controls	Level: 5 Points: 650	<input type="button" value="Edit"/>	
	3. Guidelines	Level: 5 Points: 650	<input type="button" value="Edit"/>	

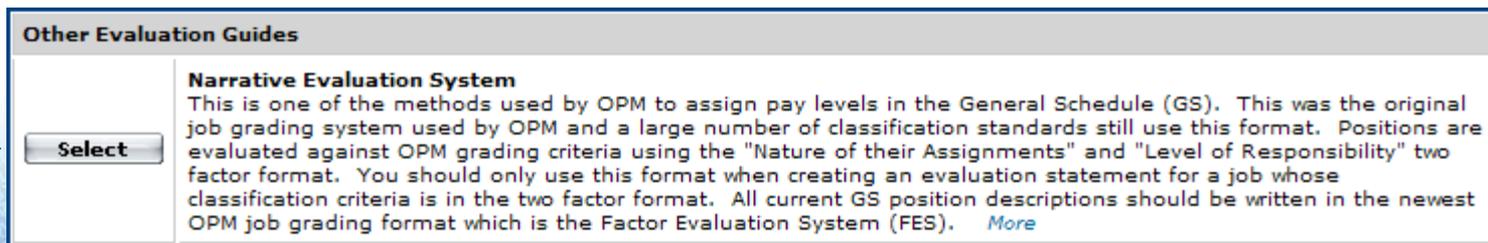
EDGE G Part I Justification:	Factor	Level		Notes
	1. Assignment Characteristics	Level: 14	<input type="button" value="Edit"/>	
	2. Level of Responsibility	Level: 14	<input type="button" value="Edit"/>	



Demonstration of Create an Equipment Development PD

Other Factor Formats

- The Narrative Evaluation System is used to classify Narrative PDs (e.g., GS-303).
 - This factor format is very rarely used.
 - If selected, you will have to add text for four factors.
 - You do not need to edit Factor 1. Introduction or Factor 2. Major Duties and Responsibilities, as that information is captured in [Step 2. Duties](#).
 - You will need to edit Factor 3. Controls Over the Position and Factor 4. Special Qualification Requirements.
 - Use OPM standards, references, links, and guides for help.



Other Evaluation Guides

<input type="button" value="Select"/>	<p>Narrative Evaluation System</p> <p>This is one of the methods used by OPM to assign pay levels in the General Schedule (GS). This was the original job grading system used by OPM and a large number of classification standards still use this format. Positions are evaluated against OPM grading criteria using the "Nature of their Assignments" and "Level of Responsibility" two factor format. You should only use this format when creating an evaluation statement for a job whose classification criteria is in the two factor format. All current GS position descriptions should be written in the newest OPM job grading format which is the Factor Evaluation System (FES). More</p>
---------------------------------------	--



Other Factor Formats (cont.)

Multiple Factor Formats

- In some cases, you will need to use multiple factor formats when evaluating a position.
 - When ePDS recommends multiple factor formats, you should complete all formats. (e.g., FES and GSSG)
 - For the formats that do not have a default level, you will have to select the appropriate level.
 - Some factor formats will not have default text. In this situation you will have to draft and add text.
 - Use OPM standards, references, links, and guides for help.
 - Contact your HR Office for additional information and assistance.



Lesson Check

Scenario

- You need to create a position description (PD) in ePDS for a chemist who is a supervisor and performs research work.

1. How will ePDS update the title?

2. What duties will automatically be added, and at what percentage?

3. What factor formats will be recommended?

4. What standards will you use to classify the position?



Debrief

- Key learning points of Module 3:
 - Based on the position type:
 - ePDS will automatically populate the title and first specific duty.
 - ePDS will recommend the factor format(s) to use.
 - FES, GSSG, RGEG, EDGEG, and Narrative factor formats are available in ePDS.
 - For some factor formats, there are no factor level defaults. You have to go through each factor and select the appropriate level. ePDS will provide you with the point range for the proposed grade level.
 - For some PDs, multiple factor formats will need to be considered.



ePDS Foundations

Module 4: ADDITIONAL TOPICS



Module Objectives

- Upon completion of this module, you will:
 - Understand how to resume working on a draft PD.
 - Be able to use an existing ePDS PD to create a new PD.
 - Be able to create a Statement of Difference PD.
 - Be aware of the various ePDS reports and the search functionality.



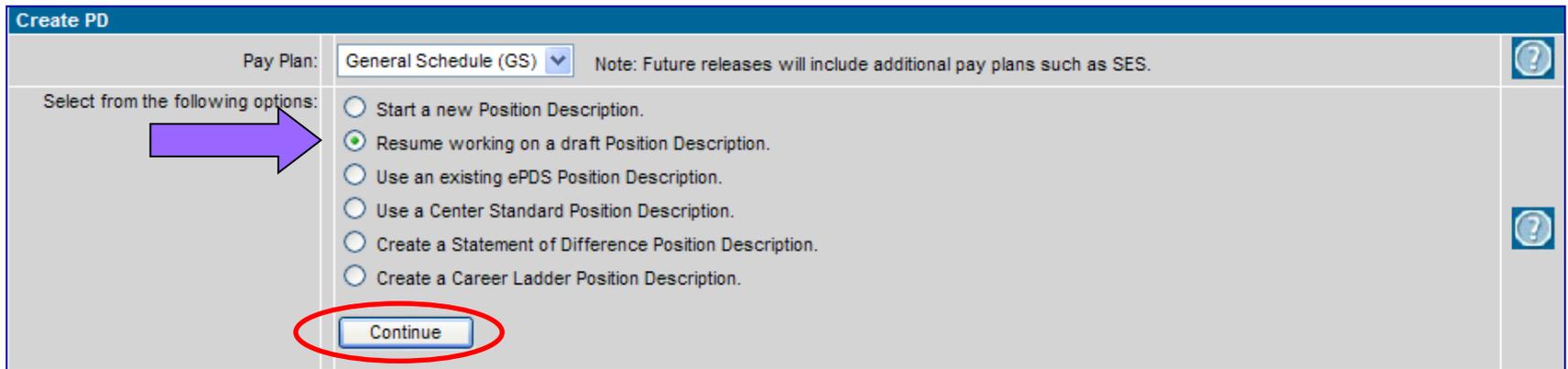
Resume Working on a Draft PD

- There are a number of situations when you may need to resume working on a PD that was previously saved as draft.
 - To continue creating a PD you started earlier that day, week, month, etc.
 - To continue creating a PD that someone else started.
 - To review a PD and make any edits before completing the Supervisor Certification.
 - To review and evaluate a PD before completing the Evaluator Certification.
 - To review, classify, and publish a PD by completing the Classifier Certification.

You must add the organization code to the draft PD before you exit the system. You will not be able to resume working on your draft if there is no organization code entered.

Resume Working on a Draft PD (cont.)

- On the CREATE PD main menu tab:
 - Select [Resume working on a draft Position Description.](#)
 - Click [Continue.](#)



Pay Plan: Note: Future releases will include additional pay plans such as SES.

Select from the following options:

- Start a new Position Description.
- Resume working on a draft Position Description.
- Use an existing ePDS Position Description.
- Use a Center Standard Position Description.
- Create a Statement of Difference Position Description.
- Create a Career Ladder Position Description.

Resume Working on a Draft PD (cont.)

- ePDS takes you to the REPORTS main menu tab, Draft PDs page where you can select a PD.
 - You can only view and edit PDs that you have access to. Some users will have Center access, while others may be restricted to certain Organizations.
- Click the edit icon next to the DRAFT ID for the PD you want to edit. Be careful not to click the delete icon.
- You can now edit the draft PD, starting at [Step 1. Occupation](#) and continuing through the 5 easy steps.



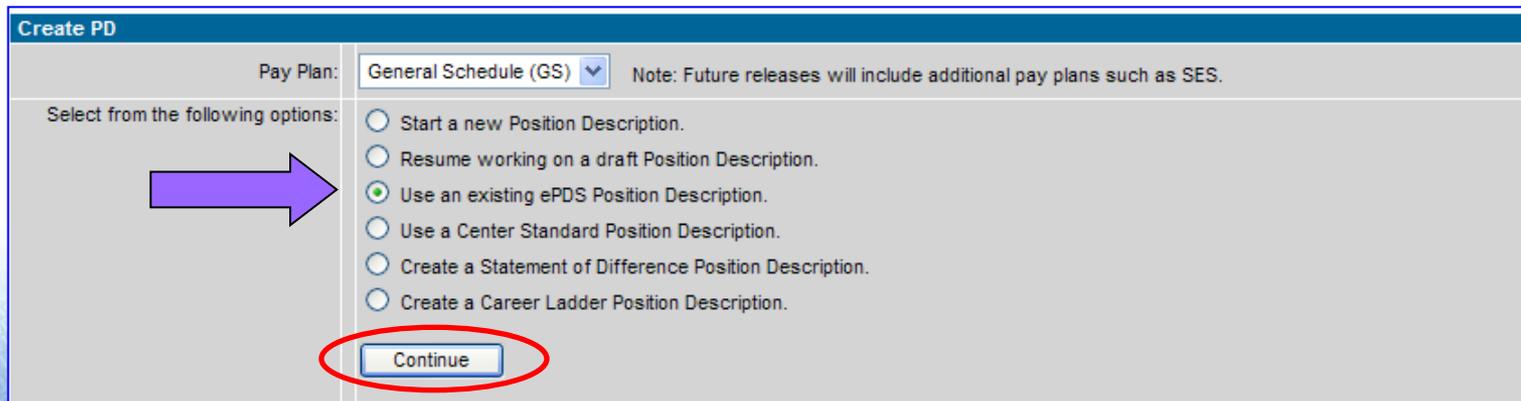
TOOLS	DRAFT ID	PROGRESS	CENTER ORG	SERIES	GRADE	OPM TITLE	NCC	NASA TITLE	DATE UPDATED
E X	440	 75%	HQS IE000	0510	13	Accountant	621-01	Accountant	01/09/2009 sspeir
E X	447	 63%	HQS DA000	0801	15	AST, Engineer Program Management	770-60	AST, Engineer Program Management	01/23/2009 mcorneli



Demonstration of Resume Working on a Draft PD

Use an Existing ePDS PD

- You can use an existing (active) PD from your Center or from another Center to create a new PD.
- ePDS will copy all the information from the active PD to a new draft PD.
- On the CREATE PD main menu tab, select **Use an existing ePDS Position Description** and then click **Continue**.



Create PD

Pay Plan: Note: Future releases will include additional pay plans such as SES.

Select from the following options:

- Start a new Position Description.
- Resume working on a draft Position Description.
- Use an existing ePDS Position Description.
- Use a Center Standard Position Description.
- Create a Statement of Difference Position Description.
- Create a Career Ladder Position Description.

Use an Existing ePDS PD (cont.)

- ePDS takes you to the REPORTS main menu tab, Active PDs page where you can select a PD.
- Click [View PD](#) next to the PD Number for the PD you want to use.

Active Position Descriptions As of 04/13/2009 09:35 AM

TOOLS	PD Number	CENTER ORG	SERIES	GRADE	OPM TITLE	NCC	NASA TITLE	DATE CERTIFIED
View PD	1000017	JSC DD111	0854	14	Computer Engineer	735-02	AST, Data Systems	12/11/2008
View PD	1000019	JSC KX111	1330	14	Space Scientist	701-25	AST, Planetary Studies	12/12/2008

Use an Existing ePDS PD (cont.)

- Select [Copy & Start New PD](#) and then click [Continue](#) in the next screen.

Options	Position Description Information
+ View PD	PD Number: 1000001
+ Coding Information	Center: HQS
+ Evaluation Statement	Series: 0850
+ Copy & Start New PD	Grade: 14
+ Recertify	OPM Title: Electrical Engineer
+ Create Statement of Diff.	NCC: 72003
	NASA Title: AST, Electrical Power Systems
	Created By: Youravich, Joan (HQ-LE050)
	Date Created: 10/16/2008

- ePDS will open the existing PD in edit mode and assign it a new draft PD number.
- You can now edit the new draft PD, starting at [Step 1. Occupation](#) and continuing through the 5 easy steps.



Demonstration of Use an Existing ePDS PD

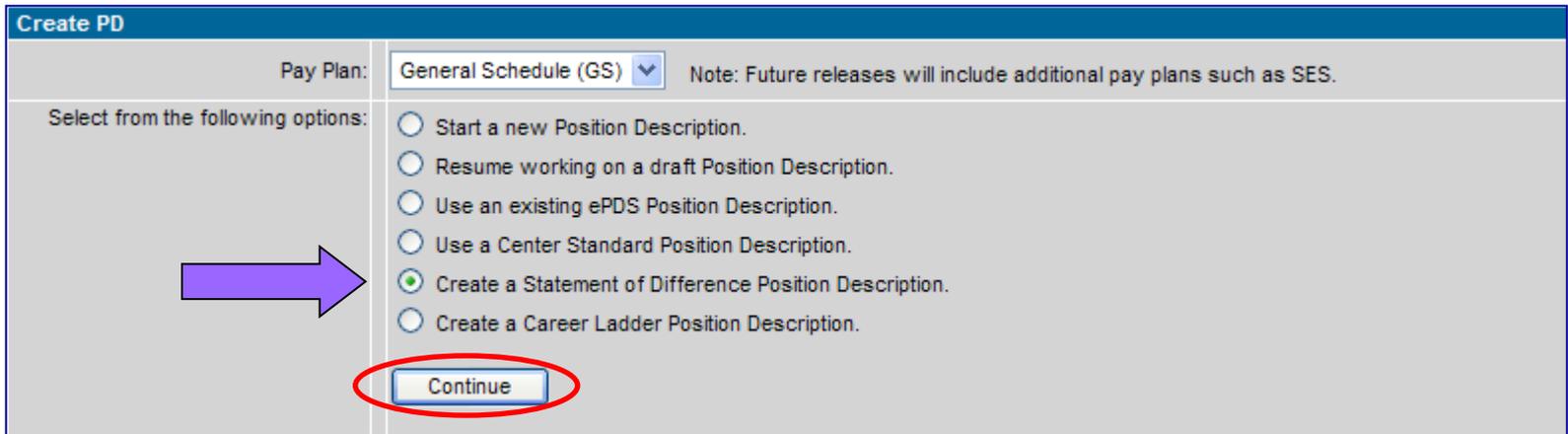


Create a Statement of Difference PD

- You can create a Statement of Difference (SOD) PD to summarize the key differences between an active PD and a lower-grade position for the same NCC and Position Type.
 - Statement of Difference in ePDS is a statement attached to the full performance level PD to create a lower level PD.
 - Statement of Difference PD is assigned a different PD number.
- You also have the option to create a career ladder PD with full PDs for every grade level by using the Career Ladder functionality described in Module 6.

Create a Statement of Difference PD (cont.)

- On the CREATE PD main menu tab, select **Create a Statement of Difference Position Description** and then click **Continue**.



Create PD

Pay Plan: Note: Future releases will include additional pay plans such as SES.

Select from the following options:

- Start a new Position Description.
- Resume working on a draft Position Description.
- Use an existing ePDS Position Description.
- Use a Center Standard Position Description.
- Create a Statement of Difference Position Description.
- Create a Career Ladder Position Description.

Create a Statement of Difference PD (cont.)

- ePDS takes you to the REPORTS main menu tab, Active PDs page where you can select a PD.
- Click [View PD](#) next to the PD Number for the PD you want to use.

Active Position Descriptions As of 04/13/2009 09:35 AM

TOOLS	PD Number	CENTER ORG	SERIES	GRADE	OPM TITLE	NCC	NASA TITLE	DATE CERTIFIED
View PD	1000017	JSC DD111	0854	14	Computer Engineer	735-02	AST, Data Systems	12/11/2008
View PD	1000019	JSC KX111	1330	14	Space Scientist	701-25	AST, Planetary Studies	12/12/2008

You will only be able to certify and publish a Statement of Difference for PDs that you have access to.

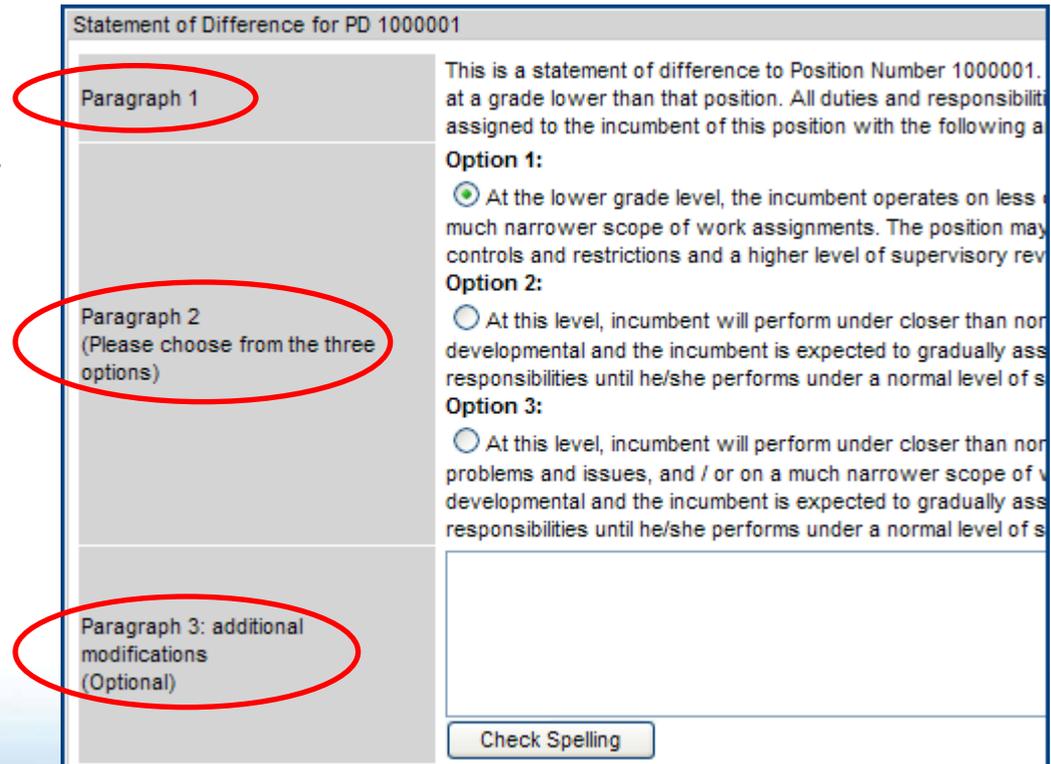
Create a Statement of Difference PD (cont.)

- Select Create Statement of Diff..

Options	Position Description Information
+ View PD	PD Number: 1000001
+ Coding Information	Center: HQS
+ Evaluation Statement	Series: 0850
+ Copy & Start New PD	Grade: 14
+ Recertify	OPM Title: Electrical Engineer
+ Create Statement of Diff.	NCC: 72003
	NASA Title: AST, Electrical Power Systems
	Created By: Youravich, Joan (HQ-LE050)
	Date Created: 10/16/2008

Create a Statement of Difference PD (cont.)

- ePDS provides you with three paragraphs.
 - Paragraph 1 is *standard text* for the SOD.
 - Paragraph 2 *varies* by option.
 - Paragraph 3 is an optional *open text field* for documenting additional modifications.



Statement of Difference for PD 1000001

Paragraph 1

Paragraph 2
(Please choose from the three options)

Paragraph 3: additional modifications
(Optional)

This is a statement of difference to Position Number 1000001, at a grade lower than that position. All duties and responsibilities assigned to the incumbent of this position with the following a

Option 1:

At the lower grade level, the incumbent operates on less e much narrower scope of work assignments. The position may controls and restrictions and a higher level of supervisory rev

Option 2:

At this level, incumbent will perform under closer than nor developmental and the incumbent is expected to gradually ass responsibilities until he/she performs under a normal level of s

Option 3:

At this level, incumbent will perform under closer than nor problems and issues, and / or on a much narrower scope of v developmental and the incumbent is expected to gradually ass responsibilities until he/she performs under a normal level of s

Check Spelling



Create a Statement of Difference PD (cont.)

Paragraph 2 for Each Option	
Option 1	At the lower grade level, the incumbent operates on <u>less complex problems</u> and issues or on a much <u>narrower scope of work assignments</u> . The position may also work with increased supervisory controls and restrictions and a higher level of supervisory review.
Option 2	At this level, incumbent will perform under <u>closer than normal supervision</u> ; the position is <u>developmental</u> and the incumbent is expected to gradually assume the full scope of duties and responsibilities until he/she performs under a normal level of supervision.
Option 3	At this level, incumbent will perform under <u>closer than normal supervision</u> , on <u>less complex problems</u> and issues, and / or on a <u>much narrower scope of work assignments</u> . The position is <u>developmental</u> and the incumbent is expected to gradually assume the full scope of duties and responsibilities until he/she performs under a normal level of supervision.

Create a Statement of Difference PD (cont.)

- Select an option for Paragraph 2.
 - Option 1
 - Option 2
 - Option 3
- Enter any additional text in Paragraph 3.
- Click **Create SOD PD**.

Statement of Difference for PD 1000001

Paragraph 1 This is a statement of difference to Position Number 1000001. The incumbent of this position will function at a grade lower than that position. All duties and responsibilities in Position Number 1000001 are assigned to the incumbent of this position with the following amendments.

Option 1:
 At the lower grade level, the incumbent operates on less complex problems and issues or on a much narrower scope of work assignments. The position may also work with increased supervisory controls and restrictions and a higher level of supervisory review.

Option 2:
 At this level, incumbent will perform under closer than normal supervision; the position is developmental and the incumbent is expected to gradually assume the full scope of duties and responsibilities until he/she performs under a normal level of supervision

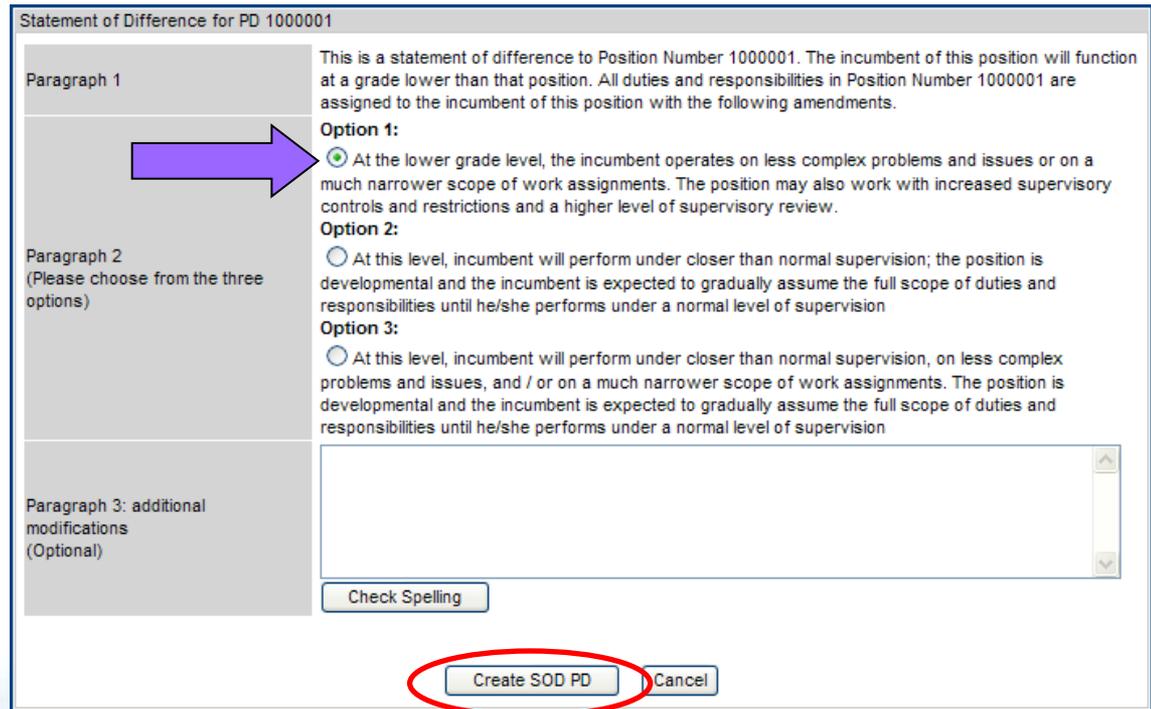
Option 3:
 At this level, incumbent will perform under closer than normal supervision, on less complex problems and issues, and / or on a much narrower scope of work assignments. The position is developmental and the incumbent is expected to gradually assume the full scope of duties and responsibilities until he/she performs under a normal level of supervision

Paragraph 2 (Please choose from the three options)

Paragraph 3: additional modifications (Optional)

Check Spelling

Create SOD PD Cancel





Create a Statement of Difference PD (cont.)

- The Supervisor and Classifier must electronically certify the Statement of Difference PD before it can be published.
 - It will be given a different PD Number from the original active PD.

Supervisory Certification

I certify that this is an accurate statement of major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purpose relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations. By entering my NASA Account Management System (idMAX) password below, I agree to the above statement.

Supervisor User ID (idMAX): _____

Supervisor Password (idMAX):

Classifier Certification

I certify that this position has been classified/graded as required by Title 5, U.S. Code in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards. By entering my NASA Account Management System (idMAX) password below, I agree to the above statement.

Evaluator User ID (idMAX): _____

Evaluator Password (idMAX):

Classifier User ID (idMAX): _____

Classifier Password (idMAX):



Demonstration of Create a Statement of Difference PD

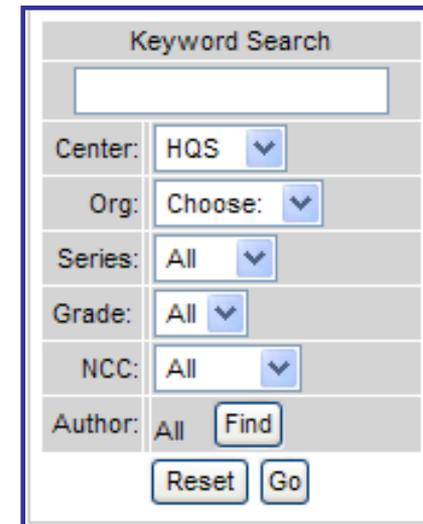


Hands-on Lab

- Complete hands-on exercise to create a Statement of Difference.

ePDS Reports

- Draft PDs, Active PDs and Center Standard PDs are available in the REPORTS main menu tab.
 - You are able to search and sort Draft and Center Standard PDs that you have access to.
 - You can search and sort on all Active PDs.
 - Draft PDs with no progress will be deleted in 14 days.



The screenshot shows a 'Keyword Search' form with the following fields and controls:

- Keyword Search:
- Center: HQS
- Org: Choose:
- Series: All
- Grade: All
- NCC: All
- Author: All
- Buttons:

Draft PDs with some progress will remain in ePDS for one year. They will be deleted without notification if they have not been modified in a year.



Demonstration of ePDS Reports



Lesson Check

1. What is one situation where you might need to resume working on a draft PD?
2. Which PDs can be used to Copy & Start a new PD?
3. Who must electronically sign the Statement of Difference PD?
4. If not modified, how long do draft PDs remain in ePDS?



Debrief

- Key learning points of Module 4:
 - You can only resume working on draft PDs that you have access to.
 - Active PDs Agency-wide can be copied to create a new draft PD.
 - A Statement of Difference PD easily documents the differences between a lower grade position and the full performance level PD.
 - Both draft and active PDs can be sorted by multiple criteria.



ePDS Foundations

Module 5: ePDS HELP



Module Objectives

- Upon completion of this module, you will:
 - Understand the various online assistance and help options within ePDS.
 - Be able to use ePDS for real-time help and support.
 - Know who to call for additional support.

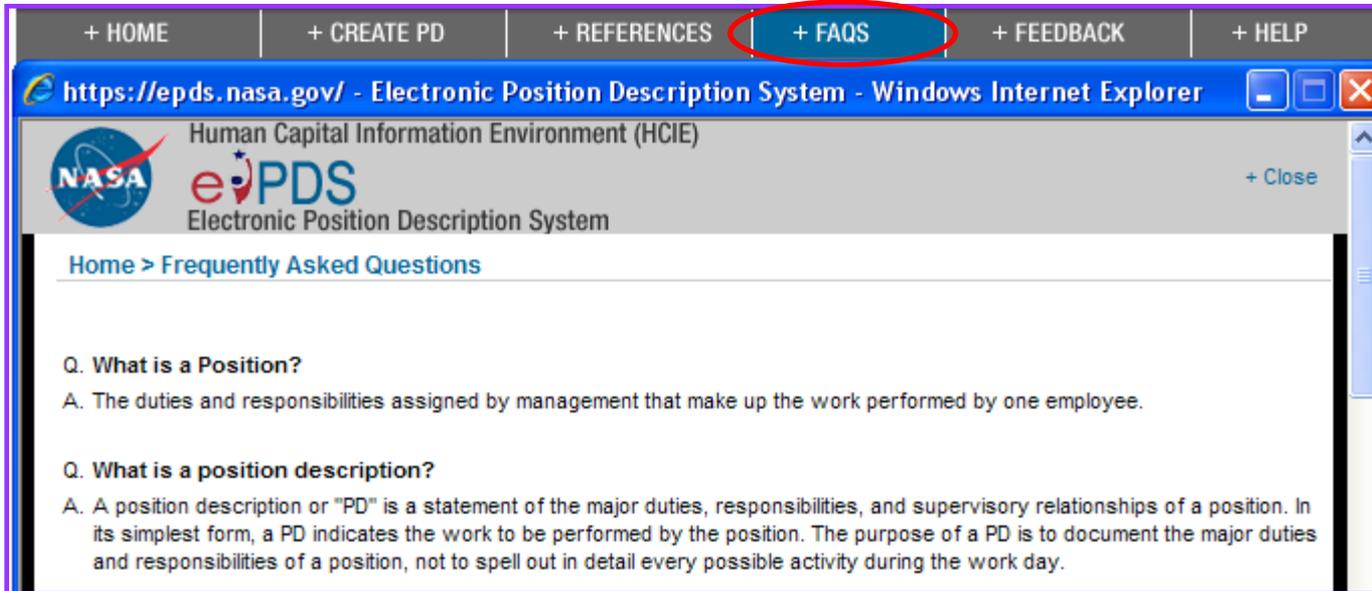


Online Assistance

The screenshot shows the ePDS website interface. The top navigation bar includes links for HOME, CREATE PD, REFERENCES (highlighted with a red circle), FAQs, FEEDBACK, and HELP. The browser address bar shows the URL https://epds.nasa.gov/. The page content is titled 'Human Capital Information Environment (HCIE) ePDS Electronic Position Description System'. Under the 'Home > References' section, there are two main categories: 'NASA Reference Documents' and 'OPM Reference Documents'. The NASA category includes links to the 'NASA Supplemental Classification System' and 'NPR 3511.1 - Position Management and Classification'. The OPM category includes links to the 'OPM Home Page', 'OPM Subject Index', 'OPM Federal Classification and Job Grading System', 'Questions on Classification', 'Position Classification Appeal Fact Sheet', 'Trades, Crafts, and Laboring Positions' (with sub-links for 'Federal Wage System Job Grading System' and 'Handbook of Occupational Groups/Families'), and 'General Schedule Positions' (with sub-links for 'Introduction to Position Classification Standards', 'Handbook of Occupational Groups/Families', 'The Classifiers Handbook', 'Position Classification Standards', 'Functional Guides', and 'Factor Evaluation System Primary Standard').

- The REFERENCES main menu tab has links for NASA and OPM reference documents, such as:
 - NASA Supplemental Classification System
 - OPM Federal Classification System Standards and Functional Guides
- Links open in a separate window so you can remain working in ePDS.

Online Assistance (cont.)



The screenshot shows a web browser window displaying the NASA ePDS website. The browser's address bar shows the URL <https://epds.nasa.gov/>. The website's navigation menu includes tabs for HOME, CREATE PD, REFERENCES, **FAQS** (highlighted with a red circle), FEEDBACK, and HELP. The page content is titled "Human Capital Information Environment (HCIE) Electronic Position Description System" and shows a breadcrumb trail "Home > Frequently Asked Questions". Two questions are visible:

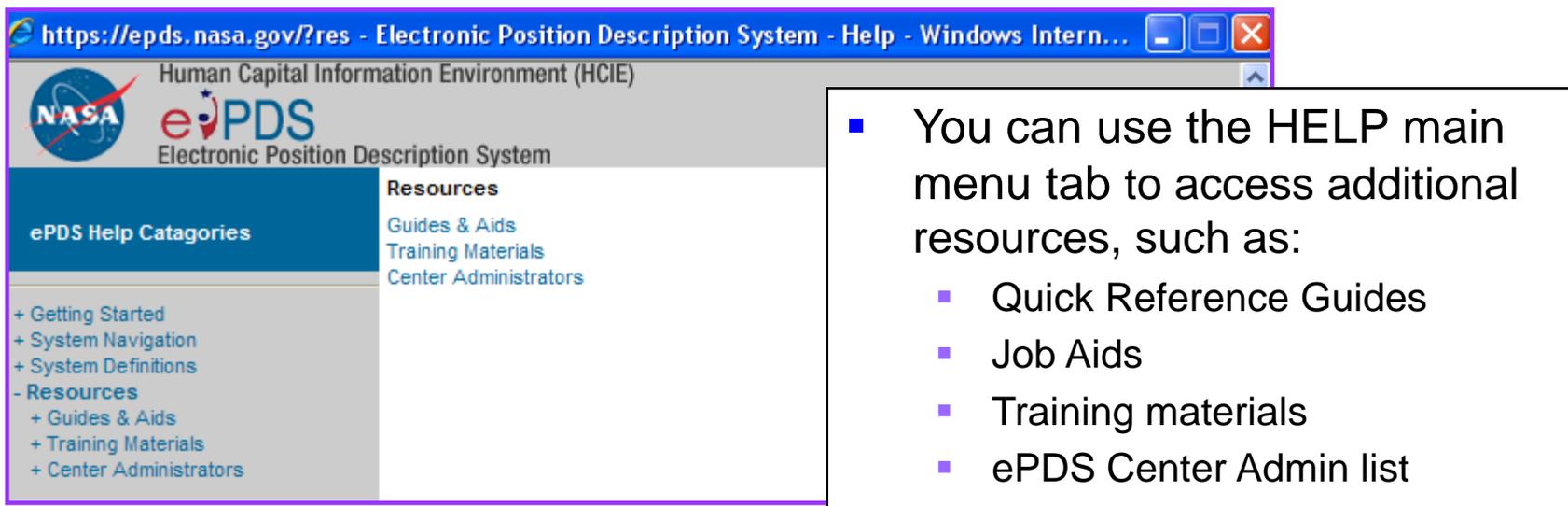
- Q. What is a Position?**
A. The duties and responsibilities assigned by management that make up the work performed by one employee.
- Q. What is a position description?**
A. A position description or "PD" is a statement of the major duties, responsibilities, and supervisory relationships of a position. In its simplest form, a PD indicates the work to be performed by the position. The purpose of a PD is to document the major duties and responsibilities of a position, not to spell out in detail every possible activity during the work day.

- You can use the FAQS main menu tab to access a list of Frequently Asked Questions and answers, such as:
 - What is a position? What is a Position Description?
 - What is position classification? What is an occupational group?

Online Assistance (cont.)



The screenshot shows the top navigation bar of the ePDS website. The tabs are: + HOME, + CREATE PD, + REFERENCES, + FAQs, + FEEDBACK, and + HELP. The + HELP tab is circled in red.



The screenshot shows the ePDS website interface. The header includes the NASA logo and the text "Human Capital Information Environment (HCIE) ePDS Electronic Position Description System". The sidebar on the left is titled "ePDS Help Categories" and lists the following items:

- + Getting Started
- + System Navigation
- + System Definitions
- Resources
 - + Guides & Aids
 - + Training Materials
 - + Center Administrators

The main content area on the right is titled "Resources" and lists the following items:

- Guides & Aids
- Training Materials
- Center Administrators

A text box on the right side of the screenshot contains the following information:

- You can use the HELP main menu tab to access additional resources, such as:
 - Quick Reference Guides
 - Job Aids
 - Training materials
 - ePDS Center Admin list
- HELP opens in a separate window so you can remain working in ePDS.

Help Buttons

- Every data field has a Help Button, which is identified by  .
- Help Buttons provide specific information on what you need to enter in that data field including references and links where applicable.

What is the Functional Classification Code (FCC) and when is it assigned to a position description?

There are 19 functional classification codes (FCC) for scientists and engineers in the OPM Functional Classification System. This system describes the kinds of work activities of Federal scientists and engineers. These employees work in the physical, biological, mathematical, social, computer, and health sciences, and in engineering. The information is used by the National Science Foundation and others to study the composition of the workforce engaged in certain kinds of activities.

How do I determine if my positions requires an FCC?

You **must perform two steps** in determining if your position requires an FCC.

Step 1: You must review the OPM series to which your position is classified to determine if it is a covered series. The listing of OPM series requiring FCC codes are found at: <http://opm.gov/fedclass/gshintro.pdf#page=35> .

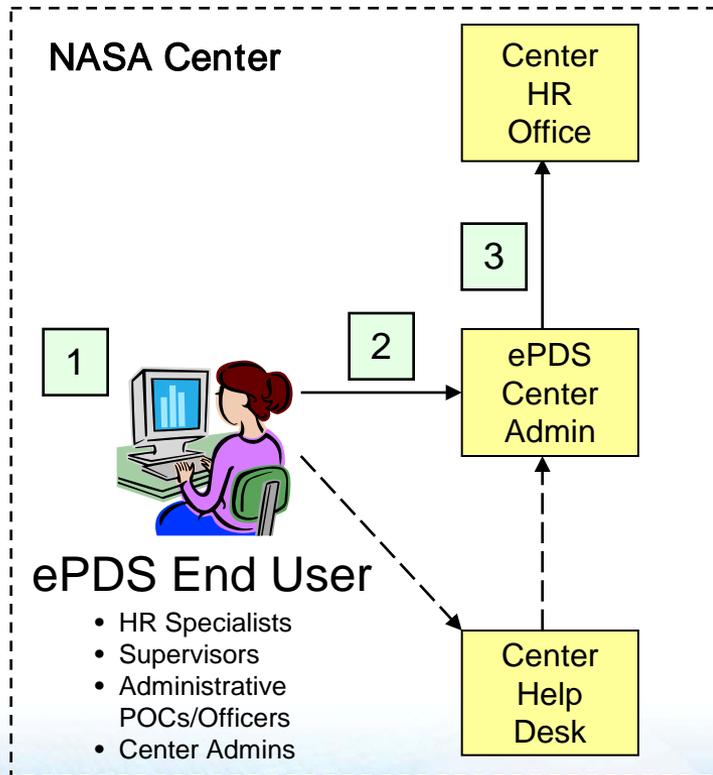
Step 2: Once you have determined your position is covered and requires an FCC code you must decide on one of the 19 codes. The definitions for these codes are found at: <http://opm.gov/fedclass/gshintro.pdf#page=38> .

Reference: <http://opm.gov/fedclass/gshintro.pdf>



Demonstration of ePDS Help

ePDS Help Desk Process



1. ePDS end users (HR Specialist, Supervisor, Administrative POC/Officer, Center Admin) should use Help features within ePDS to answer questions or resolve issues.
2. The ePDS Center Admin is the single Point of Contact for ePDS end users to report any issues or problems that they cannot resolve themselves.
3. The ePDS Center Admin may direct the user to the Center HR Office for functional or business process questions.

ePDS end users should contact their ePDS Center Admin for support.



Lesson Check

1. Job aids, quick reference guides, and other training materials are available via the REFERENCES main menu tab.
 True
 False
2. Every data field has a Help button.
 True
 False
3. If you require additional support that is not provided in ePDS, contact the NSSC.
 True
 False

BONUS Question

My ePDS Center Admins are:



Debrief

- Key learning points of Module 5:
 - ePDS has a number of online user support options.
 - FAQs, References, Help text, guides and job aids are easily accessible via the menu tabs and help buttons on ePDS.
 - An ePDS Center Admin is available at each Center to address questions or issues that users cannot resolve.



ePDS Foundations

Module 6: Create Special PDs



Module Objectives

- Upon completion of this module, you will:
 - Be able to create two types of Career Ladder PDs in ePDS:
 - Career Progression
 - Trainee
 - Be able to create a Center Standard PD template in ePDS.
 - Be able to use a Center Standard PD to create an identical PD with a new:
 - Duty Location
 - Organization Code
 - Bargaining Unit Status

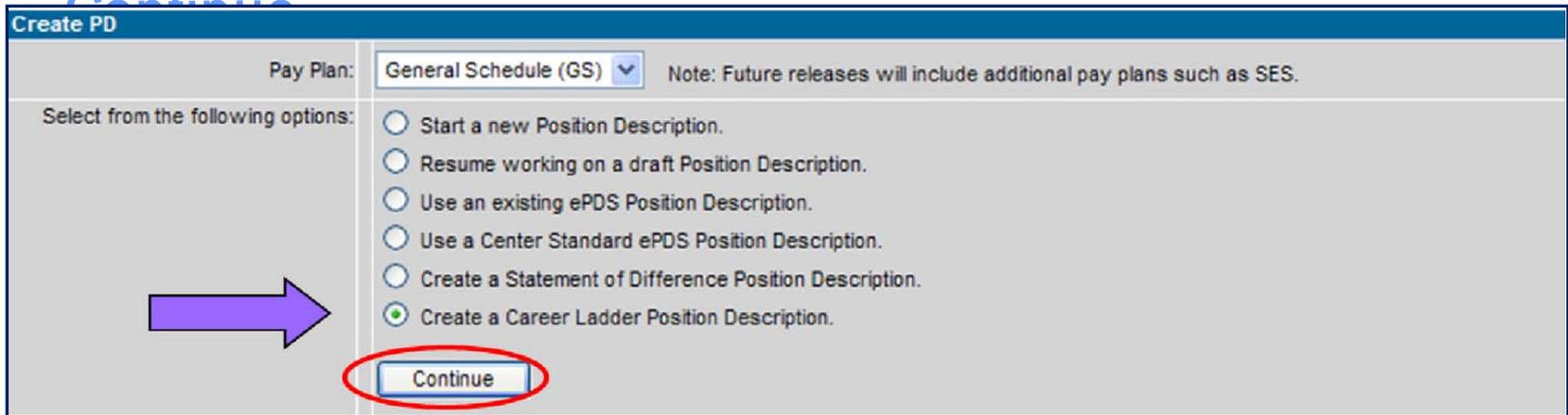


Career Ladder PD Overview

- What is a Career Ladder?
 - A structured sequence of positions through which a person progresses through an organization.
 - There are two types of Career Ladder PDs in ePDS:
 - Career Progression
 - Trainee
- What are the benefits to using a Career Ladder PD?
 - After the full performance level PD is created, ePDS will generate all PDs in the Career Ladder.
 - A Supervisor can recruit at a level lower than the full performance level position.
 - Using the Career Ladder functionality saves TIME!
- Who can create a Career Ladder PD?
 - All ePDS users have the ability to create a Career Ladder PD

Create a Career Ladder PD

- On the CREATE PD main menu tab, select **Create a Career Ladder Position Description** and then click **Continue**.



Create PD

Pay Plan: **General Schedule (GS)** Note: Future releases will include additional pay plans such as SES.

Select from the following options:

- Start a new Position Description.
- Resume working on a draft Position Description.
- Use an existing ePDS Position Description.
- Use a Center Standard ePDS Position Description.
- Create a Statement of Difference Position Description.
- Create a Career Ladder Position Description.

Continue

Career Ladders are only for non-supervisory positions.

Create a Career Ladder PD (cont.)

- In [Step 1. Occupation](#), after selecting the NCC, select grade ranges for [Trainee](#) or [Career Ladder](#).

 Career Ladder Grades:	<input type="radio"/> Trainee: <input type="checkbox"/> 02 <input type="checkbox"/> 03 <input type="checkbox"/> 04 <input type="checkbox"/> 05 <input type="checkbox"/> 06
	<input checked="" type="radio"/> Career: <input checked="" type="checkbox"/> 05 <input checked="" type="checkbox"/> 07 <input checked="" type="checkbox"/> 09 <input checked="" type="checkbox"/> 11 <input checked="" type="checkbox"/> 12 <input checked="" type="checkbox"/> 13
Proposed Grade Level:	13
Proposed Full Performance Level:	13

- Grade levels can be deleted to shorten a Career Ladder (e.g., 07, 09, 11 rather than 05, 07, 09, 11, 12, 13).
- You can now build the full performance level PD through the 5 easy steps.

You may not delete intervening grade levels.

Create a Career Ladder PD (cont.)

- In **Step 5. Approval**, complete **Position Location Information**, then click **Check & Create Career Ladder Draft PDs**.

Step 5. First identify the position location, organization, and bargaining unit status. Next, certify the position using your NASA Account Management System (idMAX) password.

Previous Page

Save

Check & Create Career Ladder Draft PDs

- ePDS will show a **warnings/errors box**, if no errors, click **Create Career Ladder Draft PDs**.
- ePDS will automatically generate PDs for all grade levels in the Career Ladder.

Career Ladder Generation

Below is a list of items that should be carefully looked at by the classifier. If there are errors listed they must be reconciled before the "Create Career Ladder Draft PDs" button will be enabled.

Warnings
No warnings found.

Errors
No errors found.

No Warnings or Errors Found.

A career ladder may be generated from this PD.

Refresh **Create Career Ladder Draft PDs** Close

Create a Career Ladder PD (cont.)

- In [Step 5. Approval](#), review all PDs in Ladder.
 - Parentheses indicate which PD you are viewing.

TOOLS	NOTES	DRAFT PD #	PROGRESS	SERIES	GRADE	NCC	OPM TITLE
		570 (Ladder: 6 of 6)	 87%	0861	13	745-10	Aerospace Engineer
This PD is part of a career ladder (Grade: Draft PD #): 05: 565 07: 566 09: 567 11: 568 12: 569 [13: 570]							

- Update all PDs in Career Ladder:
 - Duties
 - Knowledges
 - For Non-FES, you will need to adjust factor levels on all associated PDs

Based on the grades in the ladder, you may need to adjust the FLSA determination. Certain fields will not be editable (e.g., NCC, titles, and grades).



Create a Career Ladder PD (cont.)

Supervisor Certification

- The Supervisor should review all PDs in the Career Ladder.
- The Supervisor is responsible for electronically signing the full performance PD to certify that the duties are accurate.
 - The Supervisor only needs to sign once and all of the career ladder PDs will be certified.
 - The Supervisor only has the ability to sign for organizations for which you have access.

Supervisory Certification

I certify that this is an accurate statement of major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purpose relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes of their implementing regulations. By entering my NASA Account Management System (idMAX) password below, I agree to the above statement.

Supervisor User ID (idMAX):

Supervisor Password (idMAX):

Sign



Create a Career Ladder PD (cont.)

Classifier Certification

- The Classifier will need to verify and add other OPM standards used, evaluate the FES and/or other factors used, and document any notes and justifications for the Evaluation Statement.
- The Classifier must electronically certify the full performance level PD before the Career Ladder can be published.

Classifier Certification

I certify that this position has been classified/graded as required by Title 5, U.S. Code in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards. By entering my NASA Account Management System (idMAX) password below, I agree to the above statement.

Evaluator User ID (idMAX):

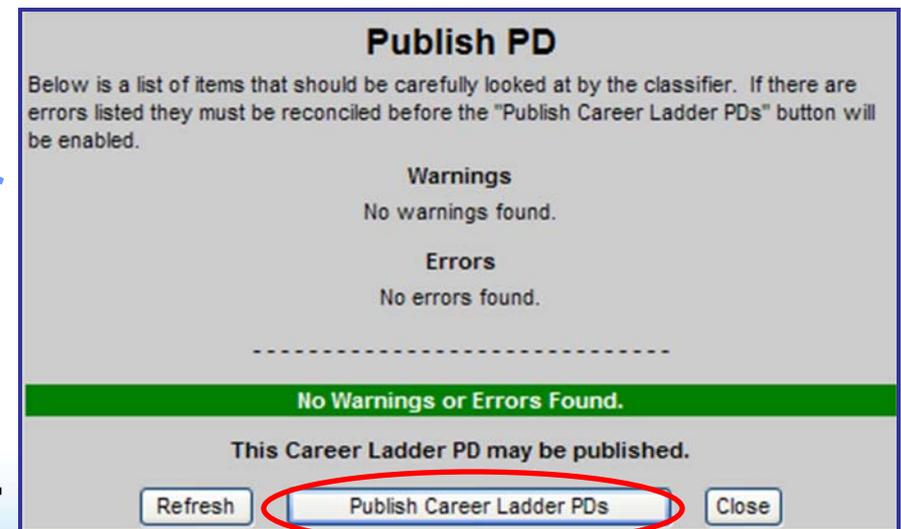
Evaluator Password (idMAX):

Classifier User ID (idMAX):

Classifier Password (idMAX):

Create a Career Ladder PD (cont.)

- In **Step 5. Approval**, click **Publish Career Ladder PDs**.
- ePDS will show a **warnings/errors box**, if no errors, click **Publish Career Ladder PDs**.
- ePDS will automatically publish PDs for all grade levels in the Career Ladder.





Create a Career Ladder PD (cont.)

- ePDS generates a “Congratulations,” showing a list of all the Career Ladder PD numbers.

Home > Reports > Active PDs

Congratulations, you have just created a PD ladder:

1000137, 1000138, 1000139, 1000140, 1000141, 1000142

Click reset on "search & filter this table" on right to see all Position Descriptions.

Active Position Descriptions Viewing records 1 - 6 of 6 < Previous Next >

TOOLS	PD Number	CENTER ORG	SERIES	GRADE	OPM TITLE	NCC	NASA TITLE	DATE CERTIFIED
View PD	1000142 Ladder (#6 of 6)	HQS AA000	0861	13	Aerospace Engineer	745-10	AST, Research Pilot	05/05/2009
View PD	1000141 Ladder (#5 of 6)	HQS AA000	0861	12	Aerospace Engineer	745-10	AST, Research Pilot	05/05/2009
View PD	1000140 Ladder (#4 of 6)	HQS AA000	0861	11	Aerospace Engineer	745-10	AST, Research Pilot	05/05/2009
View PD	1000139 Ladder (#3 of 6)	HQS AA000	0861	09	Aerospace Engineer	745-10	AST, Research Pilot	05/05/2009

Search & Filter this Table:

Keyword Search
1000137,1000138,100013

Center: HQS

Org: AA000

FY: All

Series: All

Grade: All

NCC: All

Author: All

Active PDs in ePDS:

Ames	0
Dryden	0
Glenn	0
Goddard	26
Headquarters	29

Career Ladder PDs can be accessed through the Active PD Report and are identified by “Ladder” after the PD number.



Demonstration of Create a Career Ladder PD

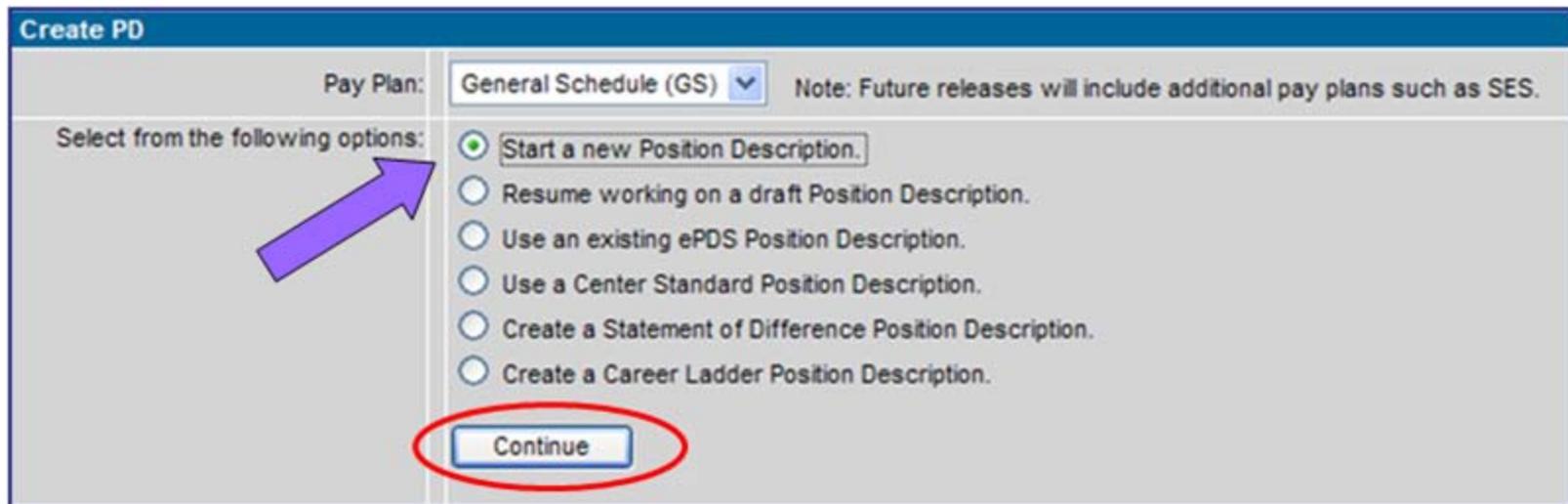


Center Standard PD Overview

- What is a Center Standard PD?
 - A standard PD that can be used across a Center with no changes to major Duties, Factors, etc.
- Who can create or use a Center Standard PD?
 - **Center Administrators** can **create** Center Standard PD templates.
 - **Supervisors** can **use** Center Standard PD templates to create new PDs for their organizations.
 - Supervisor only needs to update Duty Station, Organization Code, and Bargaining Unit Status and certify the PD.
- What is the benefit to using Center Standard PDs?
 - You can use a template Center Standard PD to create additional PDs in 1 Easy Step!
 - PD is already properly classified.

Create a Center Standard PD

- On the CREATE PD main menu tab, select [Start a new Position Description](#) and then click [Continue](#).



Create PD

Pay Plan: **General Schedule (GS)** Note: Future releases will include additional pay plans such as SES.

Select from the following options:

- [Start a new Position Description.](#)
- Resume working on a draft Position Description.
- Use an existing ePDS Position Description.
- Use a Center Standard Position Description.
- Create a Statement of Difference Position Description.
- Create a Career Ladder Position Description.

[Continue](#)



Create a Center Standard PD (cont.)

- In Step 1. Occupation, select center standard PD in This Position Description is for dropdown menu.
- You can now build the template PD, starting at Step 1. Occupation and continuing through the 5 easy steps.

Job Type	
This Position Description is for	center standard PD ▼
What kind of position are you describing:	NASA Class Code: TBD OPM Series: TBD
	Engineering, Scientific & Technical Positions:
	<input type="radio"/> AST - Aerospace Technology (NCC: 700) (NASA Engineering & Scientific Positions)
	<input type="radio"/> Non-AST - Engineering, Scientific, and Technical (NCC: 200)
	<input type="radio"/> Non-AST - Life and Social Science Positions (NCC: 900)

Only a Center Administrator can view the Center Standard PD drop-down menu, and create the Center Standard PD template.



Create a Center Standard PD (cont.)

- The Supervisor and Lead Classifier must electronically certify the Center Standard PD template before it can be published.

Supervisory Certification

I certify that this is an accurate statement of major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purpose relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes of their implementing regulations. By entering my NASA Account Management System (idMAX) password below, I agree to the above statement.

Supervisor User ID (idMAX):

Supervisor Password (idMAX):

Classifier Certification

I certify that this position has been classified/graded as required by Title 5, U.S. Code in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards. By entering my NASA Account Management System (idMAX) password below, I agree to the above statement.

Evaluator User ID (idMAX):

Evaluator Password (idMAX):

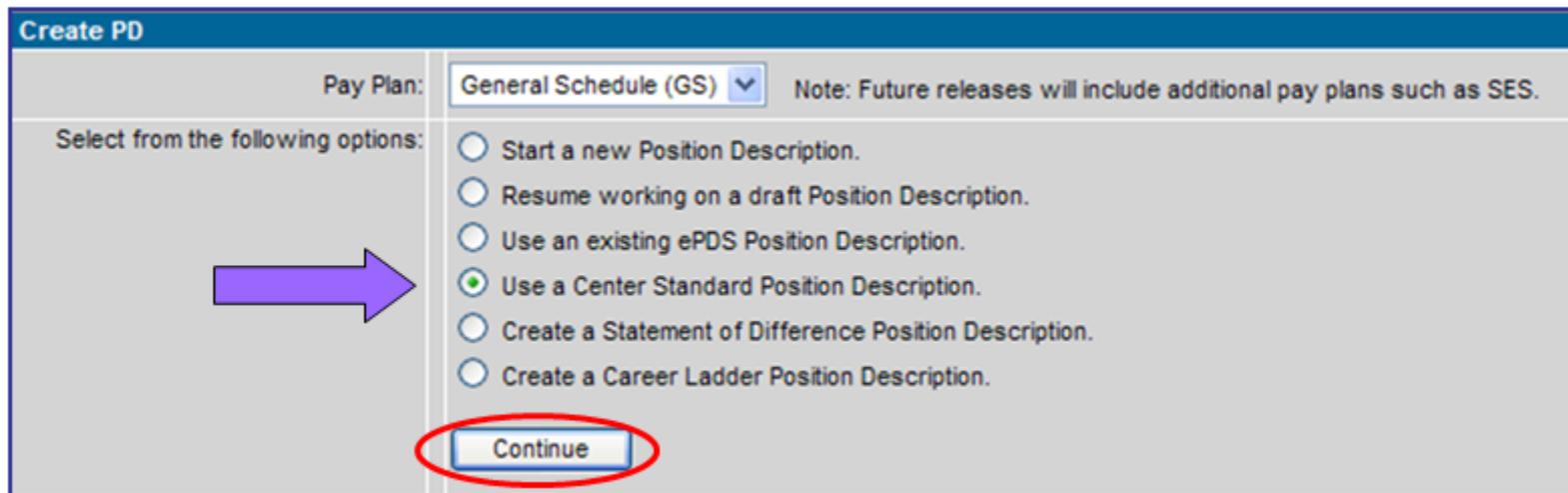
Classifier User ID (idMAX):

Classifier Password (idMAX):

Only the Center Lead Classifier should certify the Classifier Certification section of the Center Standard PD template.

Use a Center Standard PD

- On the CREATE PD main menu tab, select [Use a Center Standard Position Description](#) and then click [Continue](#).



Create PD

Pay Plan: Note: Future releases will include additional pay plans such as SES.

Select from the following options:

- Start a new Position Description.
- Resume working on a draft Position Description.
- Use an existing ePDS Position Description.
- Use a Center Standard Position Description.
- Create a Statement of Difference Position Description.
- Create a Career Ladder Position Description.

Only supervisors can use Center Standard PD templates to create new PDs for their organizations.

Use a Center Standard PD (cont.)

- ePDS takes you to the Center Standard PDs REPORT main menu tab where you can select a PD.
- Click [View PD](#) next to the PD Number for the PD you want to use.

Center Standard Position Descriptions Viewing records 1 - 3 of 3 < Previous Next >

TOOLS	PD Number	CENTER ORG	SERIES	GRADE	OPM TITLE	NCC	NASA TITLE	DATE CERTIFIED
View PD	1000059 (Std. PD)	JSC AH311	0855	14	Electronics Engineer	730-09	AST, Measurement and Instrumentation	04/08/2009
View PD	1000083 (Std. PD)	JSC AH311	1301	14	Physical Scientist	709-31	AST, Chemical and Biological Evolution	04/22/2009
View PD	1000108 (Std. PD)	JSC ZV511	2210	13	Information Technology Specialist (Application Software)	605-03	Information Technology Specialist (Application Software)	04/28/2009

You will see all Center Standard PDs created for your respective Center.

Use a Center Standard PD (cont.)

- Select **Use This Standard PD**.

Options	Center Standard Position Description Information
+ View PD	PD Number: 1000102
+ Coding Information	Center: KSC
+ Evaluation Statement	Series: 0861
+ Use This Standard PD	Grade: 13
	Full Performance: 13
	OPM Title: Aerospace Engineer
	NCC: 71015
	NASA Title: AST, Navigation, Guidance, and Control Systems
	Classified By:
	Supervisor Signature:
	Publish Date: 04/23/2009

Use a Center Standard PD (cont.)

- Update **Duty Station**, **Organization Code**, and **Bargaining Unit Status**.

Position Location		
Duty Station:	<input type="text" value="HOUSTON,HARRIS,TEXAS"/>	
Organization Code:	<input type="text" value="Choose:"/>	
Bargaining Unit Status:	<input type="text" value="8888 - INELIGIBLE FOR INCLUSION IN A BARGAINING"/>	

- Supervisor will sign and publish. 
 - ePDS will immediately create a new Active PD with a new PD number.
 - No DRAFT PD is created.**

The Organization structure does not refresh, but will be correct in the PD documents.



Use a Center Standard PD (cont.)

- ePDS generates a “Congratulations,” showing the details of the Center Standard PD.

Home - Reports - Std. PD Number: 1000358

NOTES	PD #	SERIES	GRADE	NCC	OPM TITLE
	1000358	0806	13	715-15	Materials Engineer

Options

- + View PD
- + Coding Information
- + Evaluation Statement
- + Use This Standard PD

Center Standard PD# 1000363 has been created See list at bottom

Center Standard Position Description Information

PD Number	1000358
Center:	KSC
Series:	0806
Grade:	13
Full Performance:	13
OPM Title:	Materials Engineer
NCC:	71515
NASA Title:	AST, Structural Materials
Classified By:	
Supervisor Signature:	
Publish Date:	06/02/2009

The following Position Descriptions are using this standard

TOOLS	PD Number	ORG	SERIES	GRADE	OPM TITLE	NCC	NASA TITLE	DATE CERTIFIED
View PD	1000359	BAC00	0806	13	Materials Engineer	715-15	AST, Structural Materials	06/02/2009

View a Center Standard PD

- Go to the Center Standard PDs Report Page

+ REPORTS	+ MANAGE
Center Standard PDs	
Draft PDs	
Active PDs	

- Click [View PD](#) next to the PD Number for the PD you want to view.

Center Standard Position Descriptions Viewing records 1 - 3 of 3 < Previous Next >

TOOLS	PD Number	CENTER ORG	SERIES	GRADE	OPM TITLE	NCC	NASA TITLE	DATE CERTIFIED
View PD	1000059 (Std. PD)	JSC AH311	0855	14	Electronics Engineer	730-09	AST, Measurement and Instrumentation	04/08/2009
View PD	1000083 (Std. PD)	JSC AH311	1301	14	Physical Scientist	709-31	AST, Chemical and Biological Evolution	04/22/2009
View PD	1000108 (Std. PD)	JSC ZV511	2210	13	Information Technology Specialist (Application Software)	605-03	Information Technology Specialist (Application Software)	04/28/2009



View a Center Standard PD (cont.)

- View all PDs that were created based on the Center Standard PD.

NOTES	PD #	SERIES	GRADE	NCC	OPM TITLE			
	1000102	0861	13	710-15	Aerospace Engineer			

Options

[+ View PD](#)

[+ Coding Information](#)

[+ Evaluation Statement](#)

[+ Use This Standard PD](#)

Center Standard Position Description Information

PD Number: 1000102

Center: KSC

Series: 0861

Grade: 13

Full Performance: 13

OPM Title: Aerospace Engineer

NCC: 71015

NASA Title: AST, Navigation, Guidance, and Control Systems

Classified By:

Supervisor Signature:

Publish Date: 04/23/2009

The following Position Descriptions are using this standard

TOOLS	PD Number	ORG	SERIES	GRADE	OPM TITLE	NCC	NASA TITLE	DATE CERTIFIED
View PD	1000143	CG000	0861	13	Aerospace Engineer	710-15	AST, Navigation, Guidance, and Control Systems	04/23/2009
View PD	1000144	CH000	0861	13	Aerospace Engineer	710-15	AST, Navigation, Guidance, and Control Systems	04/23/2009



Demonstration of Use a Center Standard PD



Lesson Check

1. What are the 2 types of Career Ladder PDs in ePDS?
2. Which PD must the supervisor certify in order to generate all grade level PDs in the Career Ladder?
3. Who can create a Center Standard PD template?
4. Which fields can be changed on a Center Standard PD?



Debrief

- Key learning points of Module 6:
 - ePDS allows users to create two types of Career Ladder PDs. (career progression and trainee).
 - Once the full performance PD is created, ePDS will generate the other PDs in the Career Ladder.
 - Center Administrators can create Center Standard PD templates.
 - Supervisors can use Center Standard PD templates to create new PDs for their organizations in 1 Easy Step!
 - When creating a Center Standard PD from a template, ePDs does not generate a draft PD.
 - ePDS tracks all PDs that have been created using a Center Standard PD template.



Summary

- ePDS is a NASA designed and developed system for position description creation, maintenance, and storage.
- ePDS is available via the Web and can be accessed with your Agency User ID (AUID) and idMAX password.
- With ePDS, you can create PDs in 5 easy steps.
- Support for ePDS is available via extensive online help and references, and through your ePDS Center Admins.

