



Electronic Position Description System (ePDS) V.2

The Electronic Position Description System (ePDS) is a NASA-developed Web-based application that assists HR Specialists, Supervisors, and Administrative POCs/Officers in the creation, maintenance, and storage of NASA position descriptions.

The ePDS Team has expanded the functionality by adding a feature to build **Career Ladder PDs**, as well as the ability to build and track **Center Standard PDs**. Improvements to the help and reference section, along with a streamlined reports page are also incorporated in ePDS version 2.0.

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.

Who can create a Career Ladder PD?

- All ePDS users have the ability to create a Career Ladder PD

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.

Additional Information:

- Within ePDS at: <https://epds.nasa.gov/>
- Via the HR Portal at: <https://hr.nasa.gov>

ePDS