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Position Classification Series

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Position Classification Series

GS-0221

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SERIES DEFINITION

This series includes all classes of positions the duties of which are to advise on, direct, supervise, or perform work to (1) classify positions according to their common characteristics of kind of work, level of difficulty, degree of responsibility, qualification requirements, and other factors established under Federal position classification plans; or (2) establish and maintain position classification plans, including formulation of policies and procedures, development of occupational structures and preparation of classification standards, technical evaluation guides, and other reference material concerning classification work processes and program operations; or (3) any combination of both. The paramount qualification requirements of positions included in this series are knowledges and skill in position analysis and evaluation to determine appropriate pay system, occupational grouping, title, and grade (or difficulty level) of positions as well as knowledges of occupational characteristics; and an understanding of the relationship of position classification to management problems and to other specialized fields of personnel management

These pages supersede the pages for this series which were issued in October 1963.

INCLUSIONS

1. All positions whose primary duties are to perform the work described in the series definition are in this series, regardless of whether the position classification plan being administered is that established under the Classification Act of 1949, as amended, or a different system of grading or classifying positions on a duties and responsibilities basis, such as an agency wage board system of job evaluation.
2. Positions which include the performance of work typical of this series in combination with work typical of the [Salary and Wage Administration Series, GS-0223](#), when both kinds of work are equally important in terms of qualification requirements, are classifiable in this series.

EXCLUSIONS

1. Positions whose primary duties are to perform work directly related to determining salary or wage rates to be used for Federal employees under pay systems in which the rates are fixed by administrative action rather than by law. This includes work involved in conducting wage surveys, in developing plans, rules, and procedures for the conduct of wage surveys, and in analyzing collected data for rate-fixing purposes. (The occasional or intermittent performance of this kind of salary and wage work in combination with primary duties typical of the GS-0221 series will not serve to exclude a position from this series.) Positions excluded under this paragraph are classifiable in the [Salary and Wage Administration Series, GS-0223](#).
2. Positions whose primary duties are the performance of clerical or related nontechnical supporting work related to position classification, e.g., maintenance of classification records and files; advising employees on classification appeals or survey procedures; comparing position descriptions in order to determine extent of duties changes without applying more

than superficial knowledge of classification principles; etc. Positions excluded under this paragraph are classifiable in the [Personnel Clerical and Assistance Series, GS-0203](#).

AUTHORIZED TITLES

1. All nonsupervisory positions classifiable in this series under the provisions of [Inclusion paragraph #1 \(above\)](#) will be titled *Position Classification Specialist*.
2. All nonsupervisory positions classifiable in this series under the provisions of [Inclusion paragraph #2 \(above\)](#) will be titled *Classification and Wage Specialist*.

NOTE: The phrase "Position Classification" has been changed to "Classification These pages supersede the pages for this series which were issued in October 1963." wherever it is used as part of a combination title.

3. Supervisory positions in this series will be titled on the basis of the above instructions with the word "Supervisory" added as the first word in the title: *Supervisory Position Classification Specialist; Supervisory Classification and Wage Specialist*.

GRADE-LEVEL STANDARDS

See the standards for [Nonsupervisory Personnel Positions, GS-0201 \(Part II\)](#).