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PHOENIX TS

Position Classification for Supervisors and Administrative Staff

BONUS! Cyber Phoenix Subscription Included: All Phoenix TS students receive complimentary ninety (90) day access to the Cyber Phoenix learning platform, which hosts hundreds of expert asynchronous training courses in Cybersecurity, IT, Soft Skills, and Management and more!

Course Overview

Phoenix TS' 2-day, instructor-led Position Classification for Supervisors and Administrative Staff course will introduce the federal position classification process. At the conclusion of this class, participants will be able to do the following:

- Describe the legal basis, structure, and primary tools of the General Schedule system
- Explain and apply procedures used to classify federal positions using the Factor Evaluation System
- Apply the FES factors to position descriptions
- Explain and apply procedures used to classify narrative system positions
- Understand and apply procedures used to classify leader and supervisory positions and Describe the FLSA and its requirements

Schedule

Currently, there are no public classes scheduled. Please contact a Phoenix TS Training Consultant to discuss hosting a private class at 301-258-8200.

Course Outline

Day One

- Course Objectives
- Introduction to job evaluation
- Introduction to the General Schedule System
- General Schedule narrative standards
- Position descriptions
- The classification appeals process

Day Two

- Evaluation Statements
- Factor Evaluation System (FES)
- Classifying mixed positions
- Classifying leader and supervisory positions
- Position management

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Starting at **\$1,095**

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GSA



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