

Writing a PD

GSSG Format

_____ Major Duties

Does each major duty describe:

_____ The work to be performed?

_____ The procedures/processes involved in performing the work?

_____ The proportion of time spent on each major duty (each one at least 25% of the time)?

_____ **“Performs other duties as assigned.”**

_____ Is this statement at the end of the Major Duties?

_____ Is this statement unnumbered?

_____ **Are the six GSSG evaluation factors thoroughly addressed?**

Factor 1. Program Scope and Effect

_____ The program (or program segment) directed.

_____ The work directed, the products produced, or the services delivered.

_____ The impact of the work, products and/or programs described under scope on the mission and programs of the customer, the activity, other activities in or out of government, other agencies, the general public and others.

Factor 2. Organizational Setting

_____ Identify the supervisory position in relation to higher level of management.

_____ Identify any unusual situations when direction and performance appraisal may be received from different individuals.

_____ Describe how the work is assigned and performance is evaluated.

Factor 3. Supervisory and Managerial Authority Exercised

_____ Describe delegated supervisory and managerial authorities exercised on a recurring basis.

_____ Address such issues as how supervisory work planning, assigning, scheduling, coordinating and reviewing is done.

_____ Address how discharging assigned personnel management responsibilities; and/or exercising managerial authority is accomplished.

Factor 4. Personal Contacts

This is a two-part factor which addresses: Nature and Purpose of Contacts

_____ Factor 4A—Nature of Contacts identifies the contacts and describes the nature and settings of recurring contacts associated with the supervisory work.

_____ Factor 4B—Purpose of Contacts describes the essential purpose of contacts, consistent with contacts described in Factor 4A. Includes advisory, representational, and commitment-making responsibilities related to supervision and management.

Factor 5. Difficulty of Typical Work Directed

_____ This factor measures the complexity and difficulty of the basic work (nonsupervisory and mission) most typical in the organization supervised where the supervisor has technical or oversight responsibility.

_____ Identify the highest level of basic work (nonsupervisory and mission-oriented) within the unit supervised, which represents at least 25% or more of the workload of the organization.

_____ In identifying the 25% or more workload, care should be taken to consider more than the number of positions. Also look at duty hours, staffing studies, manpower documents or other indicator of workload quantity/performance. Include the workload of GS, FWS, assigned military, contractors, volunteers, trainee employees, etc.

Factor 6. Conditions

_____ Describe conditions under which supervisory duties, authorities and responsibilities are accomplished (e.g., type of work supervised, subordinate supervisors, subdivisions within the unit supervised, physical dispersion, shift operations, changing technologies, special hazard and safety conditions, etc.