

## Steps in Developing a PD

1. Determine the tasks and responsibilities (duties) required in the position to meet mission needs.
2. Make a logical outline of the major duties (reason for position).
3. Assess the position's relationship to other positions.
4. Set the supervisory chain of command.
5. Determine the performance requirements (knowledge, skill, ability, etc).

## Tips for Writing PDs

1. **Use active, expressive verbs to describe duties and responsibilities**, e.g., Manages, Performs, Directs, Develops, Writes, Creates, Recommends, etc.
2. **Say it in clear, picture-creating terms.** Instead of “processes mail,” explain duties such as, “Sorts incoming mail, including packages and special messages. Selects and time-stamps designated mail items. Sorts mail into the designated mail slots. Picks up outgoing mail, checks for attachments and calls attention of sender to obvious discrepancies.” Also, tell how often duty is performed, especially if it is incidental (e.g., once a month, as requested, etc.).
3. **Avoid clichés.** Don’t say they are “responsible for ensuring...” when they actually perform the duties. They don’t “perform extremely complex and demanding duties.” The specialist develops and analyzes reports to determine if the project is in compliance with NEPA or the Park Ranger patrols isolated areas in back country wooded lands.
4. **Avoid vague terms.** Instead of just listing abilities/skills, explain how they are used; “Ability to apply basic word processing skills to prepare routine correspondence” or “Skill in applying basic data gathering methods, such as standard interviewing techniques, to collect various types of factual information relating to \_\_\_\_\_.”
5. **Don't write grade justifications (slant toward a grade).** Write the duties of the position without thought of the grade. That will come with classification.
6. **Avoid copying material** from a standard attempting to guarantee a grade. The classification process may not substantiate the duties and the grade you want may not be found.
7. **Avoid ponderous phraseology.** “Serves in a unique position performing complex work in a professional manner.” Show uniqueness and complexity.