

# Quick Guide for FHR Navigator PD+ Classification Module

# Contents

PD+ Classification Module in FHR Navigator	. 2
To Search the PD+ Library	. 2
PD+ Library Search Results	. 3
Individual/Standard Position Data Page	. 3
PD+ Working Folder	.4
Editing PD+ Documents	.5
Editing the Position Description, Vacancy Statement and Interview Questions	. 5
Evaluation Statement	.6
Job Analysis and Applicant Questionnaire	. 6
Job Analysis	.6
Add KSA and Question	. 7
Search for KSAs and Questions	. 9
Search Results for KSAs and Questions	. 9
Applicant Questionnaire	10
Create Recruitment Request/Personnel Action	11
PD+ Data Import	11

#### NOTE:

This EconSys FHR Navigator Quick Guide is provided for the use of those agencies that have licensed the PD+ Classification module. If your agency does not currently license this module the features and screens discussed here will not be visible as described.



# **PD+ Classification Module in FHR Navigator**

The *PD+* Module provides a one-stop location for all position documents; it is linked with the Federal Hiring Management (FHM) Module so that recruitment actions have valid, job related evaluation criteria. PD+ incorporates a Library of Standard and Individual positions that an agency can tailor to meet its needs and a Working Folder for each user. Agencies may use any of the over 200 positions in the Library, modify them, or add their own positions to it by creating Standard and Individual Positions.

PD+ documents include:

- Position Description
- OF-8
- FES Evaluation Statement
- Job Analysis
- Applicant Questionnaire
- Vacancy Statement (Duties)
- Interview Questions

#### **To Search the PD+ Library**

- 1. Select PD+ Library from the left side menu.
- 2. You can Search the PD+ Library a number of ways: Position Title, Pay Plan, Occupational Series, Grade and Organization.
- 3. Searches also can be limited by the date when a position was last modified or by position description text word or phrase.

Home	PD+ Library		Add Positions
User Account Administration Forms Manager Case Tracking Reports	To search for a standard or individu click on the Search button. Search Positions	al position, enter the details below and	Add an <b>Individual Position</b> when a new position has been created. You can create a <b>Recruitment</b> <b>Request</b> based on that position. <u>Create Individual Position</u> >
Recruitment Create Recruitment Request         On-boarding Individual On-boarding Group On-boarding         Yacancy Announcements Create Announcement Manage Templates         PD+ Library Working Folder Create Ind. Position Create Std. Position         Retirement Calculator Historical Data Scenario Manager         Resources Outk Guides Benefits Tutorial Request Training Release Notes	Position Title: Position Number: Pay Plan: Occupational Series Code: Grade(s): Organization: Status: Incumbent: PD Text: Library: Last Modified After: Until: PDI:	Select  Select	Add a Standard Position when a new job type has been created or a job type is missing from the library. Create Standard Position >
	Search Clear		



# **PD+ Library Search Results**

- 1. The PD+ Search results display all positions that meet the search criteria.
- 2. Looking at the first column, note that the Results can include both Standard as well as Individual Positions; the PD# for Standard positions is only 6 characters.
- 3. By clicking on the PD#, the position details will be displayed.

PD+ Library Search Results									
To see the details of a position, click on the corresponding Position Number link.									
< <u>Change Search</u> < <u>Previous</u> <u>Next</u> > Displaying page 2 of 5									
PD#	Position Title	Organization Name	Pay Plan	Series	Grade	Group(POI)	Incumbent name (Individual only)		
<u>100161</u>	Procurement Analyst	Directorate Staffing Office (Inactive) Benefits Department Health Benefits	GS	1102	14	EconSys - Client	N/A		
<u>100161 -</u> <u>10000495</u>	Procurement Analyst		GS	1102	14				
<u>101070 -</u> <u>10000837</u>	Supervisory Contract Specialist		GS	1102	14	EconSys - Client	Repunzel, Rory		
<u>101071 -</u> <u>10000838</u>	Supervisory Contract Specialist	Directorate	GS	1102	15	EconSys - Client	santos, sheila		

# Individual/Standard Position Data Page

- 1. When you select a position, the Individual or Standard Position Data page displays.
- 2. The upper right corner of the page has links to all of the PD+ documentation.
- 3. Note that some of the documents have a "V" to the right. This lets the user know whether data has been entered for this document.
- 4. Users may upload any other type of document by using the Related Documents function.
- 5. The user can navigate to the next or previous PD or return to the search results.
- 6. If authorized, the user can view/edit each of the documents by clicking on the link.
- 7. The user can also make a copy of the position or refill the position by clicking on the appropriate Action link.
- 8. Selecting 'Copy' creates a new PD number automatically while 'Refill' uses the existing number. Both actions send the position to the PD+ Working Folder.



Individual Position	PD+ Documentation
Contract Specialist, GS-1102-14, #100047- 10000143	Position Description     OF 8 [Audit Log]     Evaluation Statement
To view/edit more information related to this position, please click the OF 8 link under the PD+ Documents section on the right of this screen.	Job Analysis     Applicant Questionnaire     Vacancy Statement
Previous PD Back to Search Results Next PD	• Interview Questions
Position Information	Related Documents
Standard/Master Position 100047 Change Number:	<u>Upload New</u> >
Position Title: Contract Specialist	
Individual Position Number: 10000143	Actions
Pay Plan: GS	Copy to PD+ Working Folder
Occupational Series Code: 1102	Refill Position
Grade: 14	
Organization: Directorate Contracting Office (Inactive)	

#### **PD+ Working Folder**

- 1. Each user has a PD+ Working Folder which contains Pending positions.
- 2. By clicking on the PD#, the position details will be displayed.
- 3. Users can change the Individual PD number manually; the system will prevent duplicates prior to loading in the Library.
- 4. Once edits are complete, the user can link the position to a Recruitment Request or Personnel Action.

# PD+ Working Folder

To see the details of a position, click on the corresponding Position Number link.

						<u>Next</u> >	Displayin	g page 1 of 12
PD#	Position Title	Organization Name	PIN/Bud Number	Pay Plan	Series	Grade	Status	Last Modified Date
<u>100047 -</u> <u>10002109</u>	Contract Specialist		126000024	GS	1102	14	Active	05/30/2012
<u>100046 -</u> <u>10000141</u>	Contract Specialist	Directorate Contracting Office (Inactive)	126000038	GS	1102	13	Active	05/29/2012
<u>100083 -</u> <u>1000209W</u>	General Engineer	Directorate Staffing Office (Inactive) Benefits Department Health Benefits	126000000	GS	0801	13	Active	05/23/2012



# **Editing PD+ Documents**

Users can edit the various PD+ documents. Some of these use a Rich Text Editor tool for editing. The Job Analysis allows the user to access the KSA and Question Library. The Optional Form 8 (OF-8) displays the position data which the user can edit; it includes an e-signature for both the Supervisor and the HR Specialist. The Vacancy Statement is used in the Federal Hiring Management (FHM) module.

Position Description	PD+ Documentation				
Contract Specialist, GS-1102-14, <u>#100047-</u>	<ul> <li>Position Description</li> </ul>				
<u>10002109</u>	• OF 8 [Audit Loa]				
Use the rich text editor below to compose the Position Description, or unload	Evaluation Statement     Job Analysis				
your own Position Description document from your computer. You can also cut	• Applicant Questionnaire 🗸				
and paste from another document into the editor below.	Vacancy Statement				
Save Done					
Text Editing Tools	=				
Font Name and Size     Font Style     Undo/Redo       Arial           13					
Alignment     Paragraph Style     Indenting and Lists     Insert Item       Image: Style     Indenting and Lists     Image: Style     Image: Style     Image: Style       Image: Style     Image: Style     Image: Style     Image: Style     Image: Style     Image: Style       Image: Style     Image: Style     Image: Style     Image: Style     Image: Style     Image: Style       Image: Style     Image: Style     Image: Style     Image: Style     Image: Style     Image: Style					
Contract Specialist, GS-1102-14					
INTRODUCTORY STATEMENT: This position serves as a lead contract specialist/contracting officer with complete responsibility to plan and recommend for execution all contractual actions and phases for assigned projects. This position is located in the Office of Contract Support. The office of Contract Support acquires a full range of products and services including but not limited to, major systems for the agency. Responsibilities include all primary systems, subsystems, support, operations and maintenance contracts.					
MAJOR DUTIES:					

# **Editing the Position Description, Vacancy Statement and Interview Questions**

- 1. For these documents, the system displays the Rich Text Editor. This editor allows the user to control font size, format and color, add bullets, and indent or center paragraphs.
- 2. The user can open any document and copy & paste text from the document into the text box.
- 3. The editor provides an easy method to insert HTML links as well as a spell check function.

Moving your mouse and hovering the cursor over a button will display its function.

Alignment	Paragraph Style Indenting and List	Insert Item
This position recommend f Office of Con lip <sup>-+</sup> ted to. ma Link Option	serves as a lead contract specialist/contracting or execution all contractual actions and phases tract Support. The office of Contract Support ac aior systems for the adency. Responsibilities in ns	g officer with complete r s for assigned major pro quires a full range of pro clude all primary system
Link URL:	http://usmsa.org/homepageuploads/USCGPhoneDir3-0	
	Open in a new window.	
Description:	Office of Contract Support	
	Remove link from text	



#### **Evaluation Statement**

- 1. On the Evaluation Statement, the HR user selects the Levels for each Factor and the evaluation statement automatically displays the associated point values, then calculates the total points and displays the corresponding Grade level.
- 2. The HR user can enter comments and e-sign the evaluation.
- 3. The Evaluation Statement is available only to HR users.



# Job Analysis and Applicant Questionnaire

The Job Analysis and Applicant Questionnaire are included as PD+ documents since hiring criteria must be directly related to the position. These documents allow the user to access the KSA/Question Library, which contains KSA and Minimum Qualifications Questions and Wage Grade Job Elements.

# **Job Analysis**

- 1. The Job Analysis page allows the user to link the PD Task/Duty Statements with KSAs along with their corresponding Applicant Questions.
- 2. Questions can be tied to specific grades or apply to all grade levels to be advertised.
- 3. The Job Analysis allows both the manager and HR user to e-sign the document.



Job Analys	is				PD+ Docum	nentat	ion
Contract Special 10002109 The Job Analysis links rows to add KSAs and rows by searching the edit it. To edit a row, of you can add weighting << Back Task, Duties,	<ul> <li>Position Des</li> <li>OF 8 [Auti</li> <li>Evaluation S</li> <li>Job Analysis</li> <li>Applicant Qi</li> <li>Vacancy Sta</li> <li>Interview Qi</li> </ul>	<u>cription</u> <u>toa</u> <u>tatement</u> <u>sestionnai</u> <u>tement</u> uestions	۲ <u>۹</u> ۲ <u>۹</u> ۲ <u>۹</u>				
Task/Duty	KSA	KSA/ Qual. Type	Ratable?	Max Score	Question	Grades	Actions
Minimum Qualification Source: OPM	Minimum Qualifications	Minimum Qualification	Yes with more than two levels	0	Choose one answer that best describes your education, experience or combination of education and experience as related to the minimum qualification requirements for this GS-1102-14 Contract Specialist position:	All	<u>Copy</u> <u>Delete</u>
Performs Price/Cost Analysis. Source: Position	Ability to perform evaluations of technical and cost/price proposals	Desirable KSA	Yes with more than two levels	4	Which of the following describes your ability to perform evaluations of technical and	All	<u>Copy</u> <u>Delete</u>

# **Add KSA and Question**

- 1. Clicking on the Task/Duty link allows the user to edit each Statement as well as the corresponding KSA and Question.
- 2. The user can view the PD and then copy/paste text into the Task/Duty Statement.
- 3. Questions can include Minimum Qualifications as well as Selective Factor/Screen Out questions; they can apply to All Grades or specific grades.
- 4. Question formats include single response, multiple responses or text response; each of these formats allows the user to assign a score for each response.
- 5. The user can add/modify question and response text, scores for each response, and the display order of the responses.
- 6. For Minimum Qualifications and Selective Factor/Screen Out questions, the user can identify the response(s) that an applicant must select in order to be "screened in".



Add k	(SA and Qu	estion						
Contrac	t Specialist, GS-1	102-14, <u>#100047-10002109</u>						
The Job An from the Po candidate p screened o and Questio	alysis links tasks and dut osition Description, identi possesses that KSA. Resp ut or are used to score o ons (Search will cancel o	y statements to KSAs and questions. Enter a task or duty statement, fy the KSA, then create a question that can be used to determine wi ionses to multiple choice questions are used to determine whether a andidates. Instead of filling out the form below, use 'Search for KSA hanges made below).	, which may come hether or not a a candidate is \' to use existing KSAs					
Back to	Job Analysis Search	for KSA						
KSA	Classification							
Т	ask/Duty Statement	Performs Price/Cost Analysis.						
	View PD							
	KSA	Ability to perform evaluations of technical and cost/price proposals in response t Request for Proposals including use of formal source selection procedures.	to 🔤					
	Source	Position Description						
KS	A/Qualification Type	Desirable KSA						
	Ratable?	Yes, with more than two levels						
KSA,	Qualification applies to	All Grades 💌						
Appli	cant Question							
	Question Text	Which of the following describes your ability to perform evaluations of technical cost/price proposals in response to Request for Proposals including use of formal selection procedures?	and  source					
	<b>Question Format</b>	Multiple Choice, Single Response						
	Maximum Score	4						
_								
Respo	onses							
Score	Response	Display	Order Remove					
4	I have coordinated 3 or mor proprietary data, identifying deficiencies, establishing a c	e technical evaluation panels including experience in handling deficiencies in proposals, coordinating resolution of ompetitive range, negotiating with offerors, and applying	×					
3	×							
2	As a contract specialist, I ha competitive acquisition requi	ve provided assistance to the Contracting Officer with a 3	×					
1	My experience and training i	s less than that described above.	×					
Add a l	Response							



#### **Search for KSAs and Questions**

- 1. The Search for KSA function allows the user to search the Library for appropriate KSAs/Questions; Questions can include Minimum Qualifications as well as Wage Grade Job Element questions.
- 2. The user can search for KSAs by Position Title, Series, and Grade Range to match the position, as well as Text searches on both the KSA and Question.
- 3. The results can be limited by Question Format (single, multiple, or text response) or Date the Question was last modified.

Search for KSAs and Questions Contract Specialist, GS-1102-14, <u>#100047-10002109</u>						
< Back to Job Analysis						
Search for KSAs and questions by KSA keyword, KSA type, question keyword, question type, and last modified date. I results by positions that use the KSAs and questions.	Filter the					
Search Criteria						
Match against KSAs used by similar positions?: Match Standard PD# Match Classification						
KSA Text: communicat						
KSA is ratable?: Select						
Minimum Qualifications:						
Question Text:						
Question Format: Select						
Standard/Master Position Number:						

#### **Search Results for KSAs and Questions**

- 1. The Search Results page displays KSAs, Questions as well corresponding Responses. The user can Show/Hide the Responses to view the Applicant Responses or compress the size of the list.
- 2. The user simply checks the box to select the Questions.
- 3. Once added to the Job Analysis, the user can modify these questions; these changes do not modify the existing KSA Library.



Selector	Search Results for KSAs and Questions         Contract Specialist, GS-1102-14, #100047-10002109         < Back to Job Analysis         Select the KSAs and questions from the results below that best match your position. After making a selection you will be able to modify what you have selected as needed.         << Modify Search       Cancel							
					Next > Displayin	g page 1 of 2		
	KSA	Ratable?	MQ?	Question Text	Question Format	Last Modified		
	Ability to communicate.	Yes with more than two levels	No	From the following list, identify the types of oral communication you have performed on a regular basis. (Check all that apply). [Show/Hide Responses]	Multiple Choice, Multiple Response	11/17/2011		
	Ability to communicate research findings to management officials.	Yes with more than two levels	No	Which of the following describes your experience reporting and communicating research findings to management officials? [Show/Hide Responses]	Multiple Choice, Single Response	11/17/2011		

# Applicant Questionnaire

- 1. The Applicant Questionnaire page allows the HR user to view what an applicant will see when applying for a job (Only the HR user can see the point values).
- 2. The HR user can modify the order of the questions here.

Applica	nt Ouestionnaire	PD+ Documentatio	n
Contract Specialist, GS-1102-14, <u>#100047-10002109</u> Below is the preview of the Applicant Questionnaire.		<ul> <li><u>Position Description</u></li> <li><u>OF 8</u> [Audit Log]</li> <li><u>Evaluation Statement</u></li> <li><u>Job Analysis</u></li> <li><u>Applicant Questionnaire</u></li> <li><u>Vacancy Statement</u></li> <li><u>Interview Questions</u></li> </ul>	******
Order Ques	tion		Grades
1 Which based II for (4 CII cost II eq CM	of the following describes your ability to develop, prepare, and complupon extensive market research of issues? have conducted market research and prepared/administered multiple r services involving multiple cost/price items, high dollar values, and re <b>points</b> ) have conducted market research and prepared/administered some pro st/price issues and research for services. ( <b>3 points</b> ) have conducted market research and prepared/administered procuren uipment, but involved few cost/price issues and research. ( <b>2 points</b> ) w experience and training is less than that described above. ( <b>1 points</b> )	ete procurement documents procurement types primarily esearch for services. ocurement types involving ments that was for goods or	All
2 Which procee	of the following describes your knowledge of contracting principles, la dures? have served as a Lead Contracting Officer pertaining to significant con	aws, regulations, and tracting activities including	All



#### **Create Recruitment Request/Personnel Action**

- 1. For agencies with this function, the user can view the Pending Position in the Working Folder and then click on the Action link to create a Recruitment Request/Personnel Action.
- 2. This creates the request as well as a Case Tracking item for routing and approvals.

Pending Position	PD+ Documentation
Contract Specialist, GS-1102-14, #100047- 10002109	Position Description     OF 8 [Audit Log]     Evaluation Statement
To view/edit more information related to this position, please click the OF 8 link under the PD+ Documents section on the right of this screen.	Job Analysis     Applicant Questionnaire     Vacancy Statement
< <u>Back to Working Folder</u>	Interview Questions
Position Information	Related Documents
Standard/Master Position 100047 Number:	Upload New >
Position Title: Contract Specialist	
Individual Position Number: 10002109	Actions
Pay Plan: GS	Create Recruitment Request
Occupational Series Code: 1102	
Grade: 14	

#### **PD+ Data Import**

If your agency has acquired the PD+ Data Import function, the PD+ Library will contain all positions that were built in the main HRMS (e.g., NFC, NBC, DFAS). Standard and Individual positions will incorporate all the position data, including PD numbers. If the position is encumbered, the name of the employee associated with the position is displayed. Data is imported into PD+ on a bi-weekly basis.

The PD+ Data Import function allows agencies to better manage their positions in the Library as well as in the main HRMS.

