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HRDG 4511 - Introduction

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Introduction

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Agency Programs:

This Desk Guide provides guidance and operating policy for position classification. It supplements [MRP Directive 4511.2, Position Classification](#) (76 KB). Position classification is the analysis of a position's duties, responsibilities, and qualification requirements to determine the position's title, series, and grade level in accordance with classification standards issued by the Office of Personnel Management (OPM).

The Classification Act of 1949 established the classification standards program; it is codified under chapter 51 of title 5, United States Code. The statute:

Purpose and Background

- Establishes the principle of providing equal pay for substantially equal work.
- Provides a definition of each grade.

The statute also directs the OPM, after consulting with Federal agencies, to prepare classification standards for agencies to use in placing positions in their proper classes and grades. The standards must:

- Define various classes of positions in terms of duties, responsibilities, and qualification requirements.
- Establish official class titles.
- Set forth the grades in which the classes of positions have been placed.

OPM guidance and classification standards are public information and can be viewed [here](#).

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