Seven (7) Step Process

1. Select an Organization
2. Select a Pay Plan
3. Select Tasks
4. Select KSAs
5. Define Position
   a) Allocate % of time to tasks
   b) Select a Position Title
   c) Select the Factor Level text
   d) Optional step: Establish a Selective Placement Factor
6. Select Position Requirements
   a) Select PD Language
   b) Select Announcement Language
7. Produce Output
   a) Draft a PD
   b) Print out supplemental HR Forms

Key Features :

- An Excel Spreadsheet under 5 MB, capable of generating both Cyber and non-Cyber federal employee Position Description (PD) drafts.

- Seventy-seven (77) Occupational Series templates pre-loaded with parenthetical support.

- Pre-loaded with Task and KSA Language sources: Homeland Security Advisory Council (HSAC; DHS version only), OPM, NICE Cybersecurity Workforce Framework (NCWF), Federal Acquisition Institute (FAI), DoD AWQI, and NIST SP 800-16 and Mosaic.

- Automatically assigns HSAC and NCWF cyber skill codes based upon Job Title and Occupational Series and places the information directly into the Position Description from dynamic assignment based on % of work performed.

- Produces optional HR forms to facilitate the HR classification process, such as the Job Analysis worksheets and FES calculations.

- May be emailed or posted to an Agency website. Fully self-contained, stand-alone within a single Excel file without Privacy information.

- Editable text (templates or output) and can customize towards organization-specific requirements.

- Able to support multiple Factor Language templates (within an Occupational Series) or Agency-specific language sets without tech support.

- Government-off-the-shelf (GOTS) software.

- The DHS PushButtonPD™ Tool is *FREE,* with no support or subscription fees!
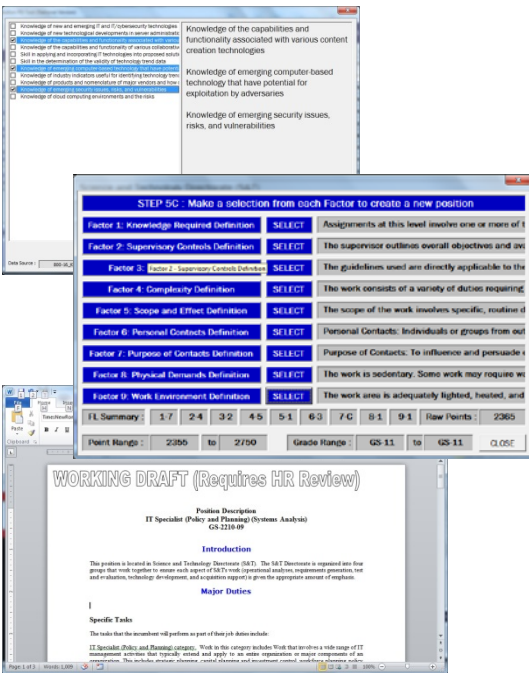
For more information:
NICCS@hq.dhs.gov

Homeland Security

PushButtonPD™

Generation 5

An Automated Position Description (PD) Drafting Tool

NICCS@hq.dhs.gov

DHS PushButtonPD™ Overview

One of the most difficult documents to generate for a federal position is the Position Description that describes the work assigned to a position. Part of the challenge is that line managers must capture the essence of the duties, tasks, knowledge, skills, abilities, key factors, and other job-related requirements in order for Human Capital (HC) personnel to classify the position.

Capturing the essential requirements of a position is labor-intensive and time-consuming task for line managers who have not been formally trained nor have prior experience in writing Federal Government Position Descriptions. The average manager spends approximately three hours for each initial draft PD developed. Additionally, if PD's are not periodically reviewed, the actual duties and tasks assigned to a position may become outdated; resulting in difficulties obtaining highly qualified candidates to fill the position other HC-related actions.

The DHS PushButtonPD™ tool is designed to assist line managers and Human Capital (HC) liaisons document the regular and recurring work for a position into a draft.

The DHS PushButtonPD™ Tool is FREE with no support or subscription fees!

MAIN INTERFACE

The ultimate goal is to reduce the initial draft PD development time from three hours to <u>one hour or less</u>.

Fills the gap between the Hiring Official and HR Classification Specialist - requirements go in; PD package comes out.

Provided at no-cost to Federal Agencies.

NICE Framework Helper