

# U.S. Office of Personnel Management

*Note: All updates to the Group Coverage Qualification Standard for Administrative and Management Positions are highlighted in yellow and italicized for agency review and comments. Please use the link in the issuance memo to provide comments on the updated policy.*

## Draft Group Coverage Qualification Standard for Administrative and Management Positions

This qualification standard covers positions in the General Schedule that involve the performance of two-grade interval administrative and management work. It contains common patterns of creditable experience and education to be used in making qualifications determinations.

A [list of the occupational series](#) covered by this standard is provided below.

This standard may also be used for two-grade interval positions other than those listed if the education and experience pattern is determined to be appropriate.

### Education and experience requirements

The following table shows the amounts of education and/or experience required to qualify for positions covered by this standard.

GRADE	EDUCATION	EXPERIENCE		ASSESSMENT
		GENERAL	SPECIALIZED	
GS-5	4-year course of study leading to a bachelor's degree	3 years, 1 year of which was equivalent to at least GS-4	None	<i>Demonstrated capacity to perform the duties of the position</i>
GS-7	1 full year of graduate level education <i>or</i> superior academic achievement	None	1 year equivalent to at least GS-5	<i>Demonstrated capacity to perform the duties of the position</i>

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GRADE	EDUCATION	EXPERIENCE		ASSESSMENT
		GENERAL	SPECIALIZED	
GS-9	master's or equivalent graduate degree  <i>or</i>  2 full years of progressively higher level graduate education leading to such a degree  <i>or</i>  LL.B. or J.D., if related	None	1 year equivalent to at least GS-7	<i>Demonstrated capacity to perform the duties of the position</i>
GS-11	Ph.D. or equivalent doctoral degree  <i>or</i>  3 full years of progressively higher level graduate education leading to such a degree  <i>or</i>  LL.M., if related	None	1 year equivalent to at least GS-9	<i>Demonstrated capacity to perform the duties of the position</i>
GS-12 and above	None	None	1 year equivalent to at least next lower grade level	<i>Demonstrated capacity to perform the duties of the position</i>

**NOTE:** A course of study is closely related to an occupation when the activities performed and skills developed in the classroom while fulfilling the requirements of a course or degree are analogous to those learned in the first several years in a given occupation. For example, courses in Biology, Organic Chemistry, or Ecophysiology are closely related to the occupation of Marine Biology. Courses in Psychology or Political Science taken in fulfillment of General Education requirements are not. Equivalent combinations of education and experience are qualifying for all grade levels for which both education and experience are acceptable.

Some of the occupational series covered by this standard include both one- and two-grade interval work. The qualification requirements described in this standard apply only to those positions that typically follow a two-grade interval pattern. While the levels of experience shown for most positions covered by this standard follow the grade level progression pattern outlined in the table, users of the standard should refer to [E.3.\(p\)](#) in the "Policies and Instructions" for guidance on crediting experience for positions with different lines of progression.

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Undergraduate Education: Successful completion of a full 4-year course of study in a **closely related course of study** leading to a bachelor's degree, in an accredited college or university, meets the GS-5 level requirements for many positions covered by this standard. Others have individual occupational requirements that, due to legal requirements, specify that applicants must, in general, (1) have specific course work that meets the requirements for a major in a **particular field(s)**, or (2) have at least 24 semester hours of course work in the field(s) identified. One year of full-time undergraduate study is defined as 30 semester hours or 45 quarter hours.

Superior Academic Achievement: The superior academic achievement provision is applicable to all occupations covered by this standard. See the "General Policies and Instructions" for specific guidance on applying the superior academic achievement provision.

Graduate Education: Education at the graduate level in an accredited college or university in the amounts shown in the table meets the requirements for positions at GS-7 through GS-11. Such education must demonstrate the knowledge, skills, abilities, and **competencies** necessary to do the work.

One year of full-time graduate education is considered to be the number of credit hours that the school attended has determined to represent 1 year of full-time study. If that information cannot be obtained from the school, 18 semester hours should be considered as satisfying the 1 year of full-time study requirement.

Part-time graduate education is creditable in accordance with its relationship to a year of full-time study at the school attended.

For certain positions covered by this standard, the work may be recognized as sufficiently technical or specialized that graduate study alone may not provide the knowledge and skills needed to perform the work. In such cases, agencies may use selective factors to screen out applicants without actual work experience.

***Education may only be used as a requirement for applicants in cases in which minimum education is required to successfully perform work. It is important that agencies not overemphasize the possession of credentials as a means of determining whether applicants meet minimum qualification requirements in a series where the standard permits qualification on the basis of experience or education. For jobs that do not legally require a degree, applicants may qualify candidates without a degree. A more comprehensive evaluation must be made of applicant's entire backgrounds, with full consideration given to both education and experience to properly qualify applicants. Assessments may be used to determine if applicants possess the KSAs and competencies needed to perform the work.***

General Experience: For positions for which individual occupational requirements do not specify otherwise, general experience is 3 years of progressively responsible experience, 1 year of which was equivalent to at least GS-4, that demonstrates the ability to:

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1. Analyze problems to identify significant factors, gather pertinent data, and recognize solutions;
2. Plan and organize work; and
3. Communicate effectively orally and in writing.

Such experience may have been gained in administrative, professional, technical, investigative, or other responsible work. Experience in substantive and relevant secretarial, clerical, or other responsible work may be qualifying as long as it provided evidence of the knowledge, skills, abilities (KSA's), and **competencies** necessary to perform the duties of the position to be filled. Experience of a general clerical nature (typing, filing, routine procedural processing, maintaining records, or other nonspecialized tasks) is not creditable. Trades or crafts experience appropriate to the position to be filled may be creditable for some positions.

For some occupations or positions, applicants must have had work experience that demonstrated KSA's in addition to those identified above. Positions with more specific general experience requirements than those described here are shown in the appropriate individual occupational requirements.

**Specialized Experience:** Experience that equipped the applicant with the particular knowledge, skills, abilities, and **competencies** to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization. Applicants who have the 1 year of appropriate specialized experience, as indicated in the table, are not required by this standard to have general experience, education above the high school level, or any additional specialized experience to meet the minimum qualification requirements.

**Combining Education and Experience:** Combinations of successfully completed post-high school education and experience may be used to meet total qualification recommendations for the grade levels specified in the table, and may be computed by first determining the applicant's total qualifying experience as a percentage of the experience required for the grade level; then determining the applicant's education as a percentage of the education recommended for the grade level; and then adding the two percentages. The total percentages must equal at least 100 percent to qualify an applicant for that grade level. Only graduate education in excess of the amount required for the next lower grade level may be used to qualify applicants for positions at grades GS-9 and GS-11. (When crediting education that requires specific course work, prorate the number of hours of related courses required as a proportion of the total education to be used.)

The following are examples of how education and experience may be combined. They are examples only and not all-inclusive.

- The position to be filled is a Quality Assurance Specialist, GS-1910-5. An applicant has 2 years of general experience and 45 semester hours of college that included 9 semester hours in related course work as described in the individual occupational requirements. The applicant meets 67 percent of the recommended experience and 38 percent of the

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required education. Therefore, the applicant exceeds 100 percent of the total recommendation and is qualified for the position.

- The position to be filled is a Management Analyst, GS-343-9. An applicant has 6 months of specialized experience equivalent to GS-7 and 1 year of graduate level education. The applicant does not meet the recommended education, since he or she does not have any graduate study beyond that which is required for GS-7. Therefore, the applicant meets only 50 percent of the total requirement and is not qualified for the position. (The applicant's first year of graduate study is not qualifying for GS-9.)
- The position to be filled is a Music Specialist, GS-1051-11. An applicant has 9 months of specialized experience equivalent to GS-9 and 2 1/2 years of creditable graduate level education in music. The applicant meets 75 percent of the recommended experience and 50 percent of the recommended education, i.e., the applicant has 1/2 year of graduate study beyond that recommended for GS-9. Therefore, the applicant exceeds the total recommended and is qualified for the position. (The applicant's first 2 years of graduate study are not qualifying for GS-11.)

### **Using selective factors for positions covered by this standard**

Selective factors must represent knowledge, skills, abilities, or **competencies** that are essential for successful job performance and cannot reasonably be acquired on the job during the period of orientation/training customary for the position being filled. For example, while the individual occupational requirements for Recreation Specialist provide for applicants to meet minimum qualifications on the basis of education or experience in any one of a number of recreational fields, a requirement for knowledge of therapeutic recreation may be needed to perform the duties of a position providing recreation services to persons with physical disabilities. If that is the case, such knowledge could be justified as a selective factor in filling the position.

### **Occupational Coverage**

A list of the occupational series covered by this qualification standard is provided below. The occupational series marked with an asterisk have individual occupational requirements.

[GS-006 Correctional Institution Administration\\*](#)  
[GS-011 Bond Sales Promotion\\*](#)  
[GS-017 Explosives Safety](#)  
[GS-018 Safety and Occupational Health Management\\*](#)  
[GS-023 Outdoor Recreation Planning\\*](#)  
[GS-028 Environmental Protection Specialist](#)  
[GS-030 Sports Specialist\\*](#)  
[GS-062 Clothing Design\\*](#)  
[GS-080 Security Administration](#)  
[GS-089 Emergency Management Series](#)  
[GS-105 Social Insurance Administration](#)  
[GS-106 Unemployment Insurance\\*](#)  
[GS-107 Health Insurance Administration](#)  
[GS-132 Intelligence](#)

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[GS-136 International Cooperation](#)  
[GS-142 Workforce Development](#)  
[GS-160 Civil Rights Analysis](#)  
[GS-188 Recreation Specialist\\*](#)  
[GS-201 Human Resources Management](#)  
[GS-244 Labor Management Relations Examining\\*](#)  
[GS-260 Equal Employment Opportunity](#)  
[GS-301 Miscellaneous Administration and Program](#)  
[GS-334 Computer Specialist\\* \(Replaced by GS-2210\)](#)  
[GS-0306, Government Information Series](#)  
[GS-0308 Records and Information Management](#)  
[GS-340 Program Management](#)  
[GS-341 Administrative Officer](#)  
[GS-343 Management and Program Analysis](#)  
[GS-346 Logistics Management](#)  
[GS-360 Equal Opportunity Compliance](#)  
[GS-362 Electric Accounting Machine Project Planning](#)  
[GS-391 Telecommunications\\*](#)  
[GS-501 Financial Administration and Program](#)  
[GS-505 Financial Management\\*](#)  
[GS-526 Tax Specialist\\*](#)  
[GS-560 Budget Analysis](#)  
[GS-570 Financial Institution Examining\\*](#)  
[GS-669 Medical Records Administration\\*](#)  
[GS-670 Health System Administration\\*](#)  
[GS-671 Health System Specialist\\*](#)  
[GS-672 Prosthetic Representative](#)  
[GS-673 Hospital Housekeeping Management\\*](#)  
[GS-685 Public Health Program Specialist\\*](#)  
[GS-828 Construction Analyst\\*](#)  
[GS-901 General Legal and Kindred Administration](#)  
[GS-920 Estate Tax Examining](#)  
[GS-930 Hearings and Appeals](#)  
[GS-950 Paralegal Specialist](#)  
[GS-958 Pension Law Specialist\\*](#)  
[GS-965 Land Law Examining\\*](#)  
[GS-967 Passport and Visa Examining\\*](#)  
[GS-991 Workers' Compensation Claims Examining](#)  
[GS-993 Railroad Retirement Claims Examining](#)  
[GS-996 Veterans Claims Examining](#)  
[GS-1001 General Arts and Information\\*](#)  
[GS-1008 Interior Design\\*](#)  
[GS-1010 Exhibits Specialist\\*](#)  
[GS-1020 Illustrating\\*](#)  
[GS-1035 Public Affairs](#)  
[GS-1040 Language Specialist\\*](#)

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[GS-1051 Music Specialist\\*](#)  
[GS-1054 Theater Specialist\\*](#)  
[GS-1056 Art Specialist\\*](#)  
[GS-1071 Audiovisual Production\\*](#)  
[GS-1082 Writing and Editing](#)  
[GS-1083 Technical Writing and Editing\\*](#)  
[GS-1084 Visual Information\\*](#)  
[GS-1101 General Business and Industry\\*](#)  
[GS-1103 Industrial Property Management\\*](#)  
[GS-1104 Property Disposal](#)  
[GS 1109 Grants Management](#)  
[GS-1130 Public Utilities Specialist](#)  
[GS-1140 Trade Specialist\\*](#)  
[GS-1144 Commissary Store Management\\*](#)  
[GS-1145 Agricultural Program Specialist\\*](#)  
[GS-1146 Agricultural Marketing\\*](#)  
[GS-1147 Agricultural Market Reporting](#)  
[GS-1150 Industrial Specialist\\*](#)  
[GS-1160 Financial Analysis\\*](#)  
[GS-1161 Crop Insurance Administration\\*](#)  
[GS-1162 Crop Insurance Underwriting\\*](#)  
[GS-1163 Insurance Examining\\*](#)  
[GS-1165 Loan Specialist\\*](#)  
[GS-1169 Internal Revenue Officer\\*](#)  
[GS-1170 Realty](#)  
[GS-1171 Appraising](#)  
[GS-1173 Housing Management](#)  
[GS-1176 Building Management](#)  
[GS-1361 Navigational Information\\*](#)  
[GS-1397 Document Analysis\\*](#)  
[GS-1421 Archives Specialist](#)  
[GS-1601 Equipment, Facilities, and Services](#)  
[GS-1630 Cemetery Administration](#)  
[GS-1640 Facility Management\\*](#)  
[GS-1654 Printing Management\\*](#)  
[GS-1658 Laundry Operations Services](#)  
[GS-1667 Food Services](#)  
[GS-1670 Equipment Specialist\\*](#)  
[GS-1702 Education and Training Technician](#)  
[GS-1712 Training Instruction\\*](#)  
[GS-1715 Vocational Rehabilitation\\*](#)  
[GS-1801 General Inspection, Investigation, Enforcement, and Compliance Series\\*](#)  
[GS-1805 Investigative Analysis Series](#)  
[GS-1810 General Investigation](#)  
[GS-1811 Criminal Investigation\\*](#)  
[GS-1849 Wage and Hour Investigation Series\\*](#)

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[GS-1850 Agricultural Warehouse Inspection Series \\*](#)  
[GS-1860 Equal Opportunity Investigation](#)  
[GS-1889 Import Compliance Series\\*](#)  
[GS-1894 Customs Entry and Liquidating\\*](#)  
[GS-1910 Quality Assurance\\*](#)  
[GS-1980 Agricultural Commodity Grading\\*](#)  
[GS-2001 General Supply](#)  
[GS-2003 Supply Program Management](#)  
[GS-2010 Inventory Management](#)  
[GS-2030 Distribution Facilities and Storage Management](#)  
[GS-2032 Packaging](#)  
[GS-2050 Supply Cataloging](#)  
[GS-2101 Transportation Specialist\\*](#)  
[GS-2110 Transportation Industry Analysis\\*](#)  
[GS-2123 Motor Carrier Safety\\*](#)  
[GS-2125 Highway Safety\\*](#)  
[GS-2130 Traffic Management\\*](#)  
[GS-2150 Transportation Operations\\*](#)  
[GS-2161 Marine Cargo\\*](#)

*An overview of qualification requirements including education, experience, certification, or licensure by occupational group and series is located at the following link: <https://www.opm.gov/policy-data-oversight/classification-qualifications/general-schedule-qualification-standards/#url=List-by-Occupational-Series>.*

\*The occupational series marked with an asterisk have individual occupational requirements.