

## **Guidance for Using HR CARDS**

### **What is HR CARDS?**

The HR CARDS Library is a storage place for standard position descriptions. The standardized PDs in HR CARDS are designed to cover common NIH work activities. These job descriptions have been reviewed and classified to ensure that they are accurate as to title, series, and grade. Standard PDs are useful tools that enable supervisors to document quickly many routine and recurring work assignments.

### **How do I Use HR CARDS?**

PDs used verbatim from the HR CARDS Library do not need to be reviewed and classified. The evaluation statement, FLSA checklist and job analysis are also available.

### **Must I Use the Career Ladders in HR CARDS?**

Most of the positions in HR CARDS are career ladders. You are not required to use the complete career ladder when using PDs from HR CARDS. For example, if a position has a career ladder of GS-5 to GS-12, you could use just the GS-7, 9, and 11 PDs if the position you are recruiting for has an FPL of GS-11, and the career ladder is GS-7 to GS-11. You can use any combination of PDs in the career ladder – in this case, GS-5, 7, 9, or GS-9, 11, or GS-11, 12, or any other combination that reflects the position you are recruiting for. Furthermore, you may use any PD in any of the career ladders as a stand alone PD.

### **Must I Use the Job Analyses in HR CARDS?**

HR Specialists may use either the job analysis provided in HR CARDS or they may edit the job analysis or create one for their use.

### **What are the Requirements for Making Minor Changes to the PD?**

When minor changes such as introductory statements or position location need to be made to a standard PD from HR CARDS, it is not necessary to re-classify the position. Just insert the information in the standard PD and use the PD as is.

### **What are the Requirements for Customizing a PD?**

When you change a standard PD to reflect additional major duties, you are responsible for classifying the newly updated PD. This includes anytime you use the standard PD as a sample or a template for developing a position description. Once the PD has been customized to describe the requirements of the position, it is the HR Specialist's responsibility to revise the evaluation and job analysis to reflect the changes in the PD, even if the grade of the position has not changed.

### **May I Use the HR CARDS PD if the Title I Want is Different?**

Usually different titles mean different duties and responsibilities. Check with a member of the Classification Unit if you think your position is the same as the one in HR CARDS despite having a different title.

### **What Should I do with the Evaluation Statement?**

Evaluation Statements should be signed. Evaluation Statements should always be printed out and put in the PD book along with the PD, as you would with an evaluation for any other position.

### **What Should I do with the OF-8?**

The OF-8 is filled out and signed by the supervisor and the HR Specialist. The HR Specialist initials and dates block 15d. Block 22 must indicate the position classification standards used to classify position. Note: this can be found on the evaluation statement.

Block 24 should document that the position description is a standard HR CARDS PD.