Position Redescription Factors for In-Grade Adjustments

For 1-step (2%) request: the following factors must reflect a significant increase in duties and responsibilities from current duties:

Responsibility and Accountability (RA)
Critical Thinking and Problem Solving (CTPS)

In addition, at least one other factor from below:

Decision Making (DM)
Knowledge, Skills and Expertise (KSE)
Communication Effectiveness (CE)

For 2-step (4%) request: all five factors must reflect a significant increase in duties and responsibilities from current duties:

Responsibility and Accountability (RA)
Critical Thinking and Problem Solving (CTPS)
Decision Making (DM)
Knowledge, Skills and Expertise (KSE)
Communication Effectiveness (CE)