

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)