



# Position Description Management (PDM) Automation Project

*HR Forum*  
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# PDM: An IFMP Pathfinder

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- PDM is a Pathfinder Project for the Integrated Financial Management (IFM) Program that:
  - Facilitates the “One NASA” concept—a standard way of doing business
  - Implements new enabling technology

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# NASA Business Drivers

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- I. Exchange information with customers and stakeholders
- II. Provide timely, consistent, and reliable information for management decisions
- III. Achieve efficiencies and operate effectively
- IV. Attract and retain a world-class workforce

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# How does PDM support NASA's Business Drivers?

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- The PDM Project supports Agency Business Drivers by:
  - Improving the availability of classification information and responsiveness of the system to inquiries
  - Improving the development and consistency of classification decisions
  - Improving the efficiency of position classification and enabling supervisors to operate effectively
  - Improving NASA's ability to fill positions and promote employees more quickly

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# How will PDM be accomplished?

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- NASA has subscribed to Avue Technologies' Avue Digital Services (ADS) Classification Module
- The ADS Classification Module enables users to:
  - Generate, through automation, position classification documents in minutes
  - Edit all documents for purposes of tailoring information to meet NASA requirements
  - Enhance coordination between managers and HR professionals through associations
  - Access a “one stop” location for retrieving standardized PDs

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# PDM Process Changes

<i>"Touch Point"</i>	<i>Current PD Process</i>	<i>Go-to PDM Process</i>
<b>PD Preparation</b>	Manual paper process. Most Centers use some form of standardized PDs. Series coverage may be limited, not covering many occupations.	PDs can be easily created online from scratch. Any classified PD in the system will easily be located.
<b>PD Library</b>	PD storage at most Centers is mostly manual with no easy search capability.	Automated PD library will enable users to easily access electronic copies of PDs by means of the Web.
<b>PD Approvals</b>	Position certification (supervisory) and classification certification (HR) is a manual paper process.	Initially, these processes will remain manual. When the Agency supports digital signatures, workflow can be automated using PDM.

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# PDM Impact

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- PDM will provide a tool to help the HR staff and supervisors create and classify position descriptions
- PDM will not affect NASA's Staffing and Recruitment System
- PDM will give employees better access to on-line position descriptions created in ADS
- PDM may speed up PD personnel actions handled by supervisors/managers that in the past may have been delayed by a manual process

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# What Assistance Will be Available to Supervisors and Other Users?

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- Briefings, written materials, and demonstrations
- “Quick Reference” User Desk Guides
- Formal training sessions to ensure full utilization of the product’s functionality

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