

Advisory Board Meeting

April 28, 2026



Ground Rules

Questions:

Use the Chat feature in Microsoft Teams to ask questions. The Chat will be sent after today's meeting.

Recording:

Today's meeting is recorded. A link to the recording and slides will be posted on the Resource Center.

Captions:

A copy of today's meeting transcript can be requested from your Account Manager after the meeting.

OPM | USA Staffing

Agenda

- Welcome
- USA Class
- Scholarship for Service
- HR Career Compass
- Reporting and Analytics
- Events and Training





Welcome

Jennifer Minor

USA Staffing Program Manager

USA Hire Pricing Updates

June 2026

- The Federal Supervisor Assessment (FSA) will be included as part of the USA Hire Standard Assessment package.
 - Initially, the FSA will be available for 60 common job series.
 - OPM will expand the series to cover all supervisory positions by the end of Q4.
- Agencies that have purchased the USA Hire Standard Assessment Package will have unlimited use of this assessment at no additional charge.

FY 2027

- USA Hire Standard Assessment Package (including the Federal Supervisor Assessment) will no longer require an addendum and additional cost.
- Agencies will have unlimited use of these assessments as part of their USA Staffing license cost.

USA Hire Standard Assessments now cover 412 job series government-wide.

Early Career

Non-Supervisory

Supervisory

Contact USAHire@opm.gov | Visit the USA Hire Resource Center: <https://resourcecenter-usahire.opm.gov/>

USA Talent Suite IAA Consolidation

OPM is consolidating the fiscal year 2027 Interagency Agreement process across our USA Talent Suite of systems including USAJOBS, USA Staffing, USA Performance, and eOPF, which will result in time savings and efficiencies across government.

Through our streamlined USA Talent Suite IAA process, we expect agencies will find significant efficiency in reducing the number of IAAs an agency executes with OPM.

There is no USA Staffing license fee increase for FY27.

The FY27 USA Staffing license fee will include additional functionality at no additional cost.

USA Hire Standard Assessments
including
Federal Supervisory Assessments

USA Class



USA Class

Jennifer Minor, USA Staffing Program Manager

Classification Challenges



Time-consuming, manual process

Classification often requires hours of back-and-forth between managers and classifiers. Complex position description must be written from scratch, aligned to complex classification standards, and manually reviewed for accuracy.



Inconsistency and grade inflation

Position descriptions vary in quality and interpretation across agencies and even within the same subagency. The current process can lead to misclassification or grade inflation, driving up personnel costs.



Hiring Delays

The time spent drafting and revising position descriptions directly extends the hiring timeline, often delaying recruitment by weeks or months.



Limited collaboration

Managers and classifiers often work in silos, exchanging drafts and revisions through emails and attachments, making it difficult to draft and finalize the position description efficiently.

As a result, classification can be a slow, inconsistent, and resource-intensive process that limits the government's ability to build the workforce it needs.

Current Position Description Functionality

The USA Staffing Classification feature facilitates collaboration between HR and hiring managers when building mission-focused and defensible position descriptions (PD).

HR Users may create a PD identifying the:

- Position Information
- Settings
- Duties
- Competencies
- Factors
- Evaluations

Hiring Managers may review the PD, and HR Users may authorize the PD.

PDs may then be linked to recruitment requests.

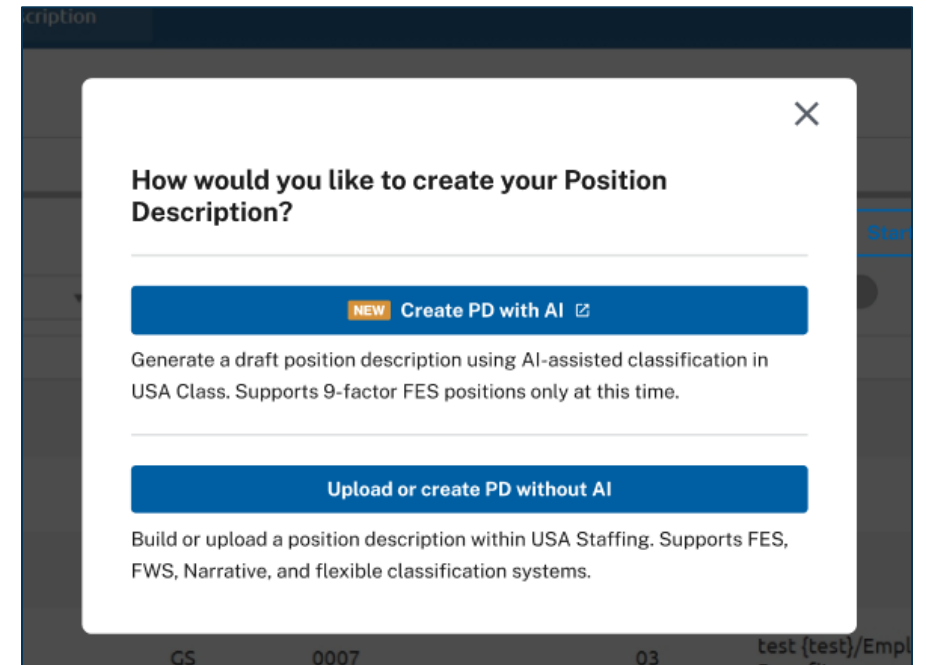
The screenshot displays the USA Staffing® web application interface. The top navigation bar includes 'Staffing', 'Classification', 'Recruit', 'Admin', 'Reports', and 'Search'. The main content area is titled 'CLASSIFICATION' and shows details for a position description with ID '01PM42'. The position title is 'Epidemiologist', the pay plan is 'GS', the series is '0601', the grade is '12', and the status is 'Draft'. The 'Authorizations' tab is active, showing a 'Required Authorizations' section with 'Supervisory Certification' and 'Classification/Job Grading Certification' listed. A 'Confirmation Required' dialog box is overlaid on the screen, containing the text: 'I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.' The dialog has 'Authorize' and 'Cancel' buttons. Below the dialog, there is an 'Optional Authorizations' table with columns for 'Role', 'Name', and 'Signature Date', and an 'Add Authorization' button. A 'Save' button is located at the bottom right of the page.

A New AI-Assisted Position Description Generation Option

USA Staffing agencies will have access to USA Class as part of their current license fee beginning May 4th.

When creating a position description in USA Staffing, HR Users will now be presented with an option to create a PD with AI or to upload or create a PD without AI.

- If the HR User selects to create a PD with AI, they will be presented the **USA Class** log in screen.
- If HR User selects to upload or create a PD without AI, they will return to the **Edit Position Description** page.



USA Class

OPM's HRS and CIO collaborated to create USA Class - designed to streamline and enhance collaboration between classifiers and managers in the federal position classification process, significantly reducing the time required for completion.



AI-assisted PD generation: Uses a large language model and a custom RAG framework that leverages a large volume of government-wide duty data and the OPM (HRS) Classification Strategy and Operations Group library of vetted positions.



Plain language output: Ensures readability for managers while adhering to classification rigor and aligning with industry language.



Collaborative workflow: Facilitates managers drafting, then classifiers reviewing and finalizing within one platform.



Consistency and accuracy: AI guidance reduces misclassification risk and ensures alignment to OPM standards.

Major Duties

Purpose — Duty Titles — Statements — Preview & Submit — Approve

Answer the following prompts to help AI generate major duty titles for the position.

What is the primary purpose of the position? ⓘ

What are the most demanding or difficult tasks the employee performs on a regular and recurring basis? ⓘ

Exclude barriers such as lack of resources, volume of work, time, and technology.

What knowledge and expertise does the work require? ⓘ

Example: Knowledge of ____ in order to ____.

USA Class Features

Request Manager

Centralized dashboard for tracking and managing PD requests.

PD Initialization

Guided intake form that helps managers get to the heart of the position purpose.

Major Duties Generator

AI helps create and refine duty statements with manager-classifier collaboration.

Factor Level Evaluator

AI generates factor level narrative to support classifier ratings.

PD Builder

Generates a ready-to-review, exportable position description.

USA Class Demonstration:

<https://lcms.usalearning.net/lcms/main/library/RenderMedia.aspx?contentID=142072>

USA Class assists with the PD development portion of the classification process and neither classifies PDs nor determines the final series, title, or grade.

Classifiers are responsible for developing factor content appropriate for the position and organizational level.

First AI Functionality within USA Talent Suite

USA Class marks a milestone: the first time OPM has embedded **production generative AI** into an **externally delivered federal HR tool**—transforming how agencies create and classify positions.

Purpose-Built for Federal Classification

The AI architecture combines a large language model (LLM) with a retrieval-augmented generation (RAG) framework, grounded in OPM classification standards and government-wide position description data.

Human-in-the-Loop by Design

Every AI-generated output is surfaced as a draft for human review, alongside refinement features that keep humans as the decision-makers. This positions AI as a force multiplier for classifiers, not a replacement.



Built on OpenAI 4o-mini with 300K vetted federal PDs and job announcements



Reduces first-draft time from days to minutes



Supports 9-factor FES positions at launch

Position Description Library

HR Users, with appropriate permissions, may publish PDs to the Position Description Library.

The Position Description Library allows agencies to create, edit, and decommission position descriptions independent of a vacancy.

PDs stored in the Position Description Library may be uploaded to USA Class as a reference.

PDs generated in USA Class may be uploaded to the Position Description Library.

The screenshot displays the 'Position Description Library' interface within the USA Staffing system. The page title is 'Position Description Library' and it shows a list of 387 position descriptions. The table includes columns for Position Description Number, Position Title, Pay Plan, Series, Grade, Specialty, Status, Last Modified Date, and Is Retired. A search bar and filter options are visible at the top of the table.

Position Description Number	Position Title	Pay Plan	Series	Grade	Specialty	Status	Last Modified Date	Is Retired
01PM12 CDC Demo	ELECTRONICS ENGINEER	GS	0855	09		Draft	03/09/2022	No
0201-11	Human Resources Specialist	GS	0201	11		Published	04/12/2024	No
0201-CEG	Human Resources Specialist	GS	0201	12		Draft	03/18/2024	No
0203-07-1	HR Assistant	ZZ	9999	90		Published	07/24/2024	No
0343-12	Management-Analyst Specialist	GG	0343	12		Published	02/10/2023	No
0343-13 SLM	Program Analyst	GS	0343	13		Draft	02/06/2025	No
0343-14	Management Analyst	ZZ	9999	90		Draft	05/18/2023	No
0401	Biologists	GS	0401	11		Draft	12/13/2021	No
0401-0415-1320-12	Interdisciplinary Scientist	GS	0401 0415 1320	12		Draft	03/18/2024	No
06302015	HR Specialist Dawn Test	AI	0017	16		Published	08/15/2023	No
122216	HR Specialist IV	AD		07		Draft	08/15/2023	No

Next Steps

- 1** USA Staffing Account Managers will reach out to identify your USA Class Admins.
- 2** Once agencies identify their USA Class Admins, OPM will update your USA Class workspace.
- 3** OPM's Classification Strategy and Operations Group will kick off implementation.
 - In depth demonstrations and resources
 - Confirming, assigning and testing user roles
 - Ongoing question and answer sessions

Agencies may access USA Class via USA Staffing beginning May 4th as part of the USA Staffing license fee.

Agencies may also partner with the OPM (HRS) Classification Strategy and Operations Group expert classifiers via Interagency Agreement.

The new OPM (HRS) Shared Service Center will use USA Class when providing classification services for agency partners.

USA Class Resources

- USA Class Help Center
- Classification Online Help
- Help Desk Support
- Recording Training
- Live question and answer sessions

The screenshot shows the USA Class Help Center website. At the top left is the OPM logo and the text "U.S. Office of Personnel Management USA Class". The main header features a large image of a desk with a laptop, a notebook, a pen, and a coffee cup. A search bar is overlaid on the image. Below the header, the text reads "Welcome to the USA Class Help Center" followed by a paragraph describing the application. A section titled "System Areas" contains several buttons: "System Navigation", "Position Details", "Major Duties Development", "Review and Assign", "Factor Level Development", "PD Builder" (highlighted in dark blue), and "Frequently Asked Questions". Below this, there are two columns of links: "Additional HR Resources" and "Helpful Links".

USA Class

Welcome to the USA Class Help Center

USA Class is a generative AI position classification application designed for secure use within OPM and participating federal agencies. It is intended to streamline classification workflows, support AI-assisted major duty and factor level generation, and facilitate collaborative review between managers and classifiers.

Information is grouped by system area to help you quickly find what you need. Select a system area to access informational pages in Area Overviews and detailed, step-by-step instructions in Related Tasks.

System Areas

- System Navigation
- Position Details
- Major Duties Development
- Review and Assign
- Factor Level Development
- PD Builder**
- Frequently Asked Questions

Additional HR Resources

- Classification & Qualifications
- Classifying General Schedule Positions
- Classification Guidance Reference Materials

Helpful Links

- USA Class
- USA Staffing
- USA Staffing Online Help

An official website of the U.S. Office of Personnel Management.

About OPM Accessibility



Scholarship for Service

Joshua Chapman, Program Manager

CyberCorps®: Scholarship for Service

The **CyberCorps®: Scholarship For Service (SFS)** program is managed by the **National Science Foundation**, in collaboration with the **U.S. Office of Personnel Management** and the **Department of Homeland Security**, and in accordance with the Cybersecurity Enhancement Act of 2014 (Public Law No: 113-274), as amended by the National Defense Authorization Act. These initiatives reflect the critical need for **information technology (IT) professionals, industrial control system security professionals, and security managers** in Federal, State, local and tribal governments.

6200+

Scholarships
awarded since
2001

92%

Placement rate
as of August
2025

600+

Scholars currently
in school

700+

Scholars
seeking
placement

~100

Participating
universities in 42
states

SFS Program Overview

- Institutions receive grants from the NSF to award scholarships to cybersecurity students. Scholars must be full-time students within 3 years of graduation and must be eligible for government employment. Scholars pursue bachelor's, master's, and doctoral degrees in multiple areas of study.
- Scholars are highly trained for government employment through strong cybersecurity academic programs and are well-versed in the latest cybersecurity technologies.
- Scholars receive 1-3 years of funding, including tuition, fees, and stipends.
- While in school, scholars must complete a 10-week, full time summer internship with a government agency.
- After graduating, scholars have a post-graduation government service obligation matching their scholarship length.

Recruiting SFS Scholars



Hiring SFS Scholars



Register as an Agency Official on the [SFS portal](#) to review resumes, post job opportunities, and recruit scholars.

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Connect with the OPM SFS Program Office at sfs@opm.gov to advertise positions and connect with universities.

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Participate in SFS recruiting events, which typically include a January onsite job fair in DC and a virtual job fair each year.

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Host an agency information session for SFS scholars.

- SFS participants may be appointed into the excepted service under the Cybersecurity Enhancement Act, Public Law 113-274, Sec. 302e. Upon fulfillment of the service term, they may be converted noncompetitively to a **term, career-conditional, or career appointment.**
- Agencies can also use: Pathways Programs, Post-Secondary and College Graduate Hiring Authorities, Government-wide Direct Hire, or other hiring authorities for which a scholar is eligible.
- SFS Scholars can meet their commitment in any position related to cybersecurity at an approved organization.



HR Career Compass

Jeff Bardwell, Senior Advisor for Human Resources Workforce Programs

HR Career Compass

The **HR Career Compass** is a tool for prospective or current members of the Federal HR Workforce to use when navigating the lifecycles of their career journeys.

This resource outlines and guides career pathways while promoting innovation and efficient, effective professional practice.



HR Career Overview

[Visit Section](#)



**HR Career Advancement,
Pay, and Benefits**

[Visit Section](#)



HR Career Map

[Visit Section](#)



**HR Specialty Area
Snapshots**

[Visit Section](#)



HR Skilling

[Visit Section](#)



HR Resource Hub

[Visit Section](#)



Reporting and Analytics Updates

Joyce Wentz, Data Product Development Branch Manager

Moving Beyond Foundational Reporting

- MVP 1
 - Enable access to the USA Staffing instance of Power BI
 - Develop and deliver 30+ paginated reports
- MVP 1.5
 - Develop and deliver 8 standalone semantic models
- MVP 2
 - Develop and deliver interactive reports
 - Enhance existing and develop new paginated reports
 - Enhance existing and develop new standalone semantic models
 - Develop and refine training materials

Near-term Roadmap – MVP 2.0

March 3rd through September 29th



1

Milestone

- Updates to paginated reports, standalone semantic models, and custom report development ⌚
- Application History paginated report ⌚
- New Hire Interconnection Transmissions paginated report ⌚
- Assessments Standalone SM updates ⌚
- Author Training Module 3 update ✓

2

Milestone

- New Hire Notes paginated report
- Position Description Information paginated report
- USA Hire Usage interactive report
- Reviews paginated report updates
- Reviewers paginated report updates
- New Hires Standalone SM updates
- Applications Standalone SM updates
- Author Training Module 5 updates
- Author Training Module 6

3

Milestone

- Position Description Evaluation paginated report
- Position Description Duties paginated report
- Notification Templates paginated report
- Production Statistics interactive report
- Certificates Standalone SM updates
- Requests Standalone SM updates

4

Milestone

- Selectees without Requests or Offers paginated report
- Assessment Package Templates paginated report
- Workflows paginated report
- Merit Hiring Plan interactive report
- Certificate Activity Interactive report
- Vacancy Announcements Standalone SM updates

YOU ARE
HERE



Events & Training



Events

May 4	Customer Sprint Review
May 6	Assessment Working Group Meeting
May 7	Reporting Author Forum
May 21	Reporting Consumer Forum



Training

May 4-8	Virtual Mixed Agency USA Staffing Training w/Onboarding
May 13	Virtual Mixed Agency Onboarding Training
May 26	Power BI Consumer Training

**Thank you for your
active participation
in USA Staffing
Advisory Board
meetings.**

