

New PMF Position Description (PD) Templates for Agencies!



The PMF Program has partnered with the OPM Talent Acquisition and Workforce Shaping Office and the Human Resources Strategy Branch of OPM's Human Resources Solutions (HRS) Division to develop PMF PD Templates for Federal agencies.

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What are They?

The PMF Program is developmental by design. These PD templates allow agencies to qualify and hire Finalists in order to develop them to convert into target positions to meet agency's leadership pipeline needs in a variety of skill areas.

Federal agencies can now download and use these PD templates to hire PMFs into Career Ladder Program Analyst Positions between the GS-9 and GS-12 level. The Career Ladder of these positions can go as high as a GS-13 or equivalent during the Fellowship.

The goal of these PD templates are to enable agencies to hire Fellows from a wide variety of backgrounds and skill sets and develop them to meet qualification requirements of specific target positions by the end of the two-year fellowship, instead of trying to hire PMF Finalists into specific positions at the beginning of the process that have very restrictive qualification requirements that Finalists coming out of graduate school are unlikely to meet.

Then, once PMFs complete their fellowship, they can be converted into the target position as a permanent or term appointment!

The PD templates give the agency the flexibility to ensure that job duties, work assignments, and developmental work **prepare the Fellow to meet the qualifications of the target position at the end of the 2-year fellowship.**



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How can I use them?

For example, let's say that an agency is looking for individuals to serve in targeted positions such as a Public Affairs Specialist or a position under the framework for Cybersecurity positions such as a Cyber Policy and Strategy Planner.

Agencies can classify (approve for agency use) the PMF Program Analyst PDs to hire PMF Finalists into Program Analyst roles anywhere between the GS-9 to GS-12 level (initial grade level based on qualifications review by agency- all Finalists qualify at the GS-9 level but may meet qualifications for higher grades). They will have a much wider pool of candidates to select from than if they tried to hire for Public Affairs Specialists or Cyber roles at the beginning.

Then during the 2-year fellowship, the agency can work to train and develop their Fellows to be ready to convert into the Public Analyst or Cyber roles at the fellowship while promoting them using the career ladder PDs as appropriate. In addition to the provided PMF Leadership Development Program, agencies can provide technical on the job training and work assignments that will prepare their fellows to convert into the targeted positions.

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Where Can I Find Them?

Agencies can find the PMF PD templates under the Agencies section of the PMF Website, under Resources: <https://www.pmf.gov/agencies/resources/>.

Agency PMF Coordinators can also access the PD Templates from the PMF Talent Management System under "Resources."

An Official Web Site of the United States Government

PMF PRESIDENTIAL MANAGEMENT FELLOWS PROGRAM
U.S. OFFICE OF PERSONNEL MANAGEMENT

the OPPORTUNITY Become A PMF Current PMFs Agencies Academic

Value Proposition and Overview

Agency Responsibilities

List of Coordinators

Find Candidates

Resources

- Post Opportunities
- PMF TMS

FAQs

AGENCIES Resources

Important Documents and Forms

The table below contains key documents and forms for Federal agencies. Click on the documents title to access icons if more than one.

NOTE: The financial forms (e.g., FS Form 7600A and 7600B) for agencies to submit the one-time placement for PMF appointment have been updated as of 06/08/2020. Depending on your version of Adobe Reader, you may on the link, choose "Save link as..." to save to your desktop, and then open with Adobe. Please use this version submissions, including those already in-process.

Document	Description
PMF Agency Brochure	This brochure is a resource that presents the value proposition of the PMF Program for Federal agencies, what agencies should do if they would like to hire a PMF, and a high level overview of the program. It is a tri-fold document that should be printed front to back. This is an Adobe (.pdf) file and posted 04/2020.
Onboarding Toolkit for Agency PMF Coordinators	This onboarding toolkit is a resource that will help orient new Agency PMF Coordinators to the PMF Program, including their roles and responsibilities. This is an Adobe (.pdf) file and posted 04/2020.
Change to Agency PMF Coordinator Template	This template is used by Federal agencies to change their Agency-wide PMF Coordinator(s), in lieu of a formal change to their Pathways MOU (Memorandum of Understanding). This template is provided in MS Word (.doc) file format, and last updated 04/30/2019.
How an Excepted Service Agency Participates in the PMF Program	These instructions and template are for excepted service agencies within or outside of the Executive Branch and wanting to participate in the PMF Program. This document is provided in MS Word (.doc) and Adobe (.pdf) file formats, and last updated 01/16/2020.