

# Federal Human Resources Management Courses by OPM Technical Competencies and Proficiency Level<sup>1, 2, 3</sup>

Course Name	Entry Level GS-5/7/9	Full Performance Level GS-11/12	Expert/Manager GS-13+
Federal Human Resources Management Online	1	2	
Federal Human Resources Management	1	2	
Freedom of Information and Privacy Acts		2/3	4/5

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# Recruitment, Staffing, and Placement Courses by OPM Proficiency Level<sup>1, 2, 3</sup>

Course Name	Entry Level GS-5/7/9	Full Performance Level GS-11/12	Expert/Manager GS-13+
Federal Staffing Online	2	2	
Basic Staffing and Placement Online	2	2	
Federal Staffing and Placement	2	2	
Qualifications Analysis	3	4	5
Job Analysis and Assessment Development	3	4	5
Examining for FWS Positions		4	4
Adjudicating and Applying Veterans' Preference Online	2	3	4/5
Adjudicating and Applying Veterans' Preference	2	3	4/5
Behavioral Job Interviewing to Hire the Best	3	4	5
Recruitment Strategies Using Social Media		4	4
Staffing for Support Staff	2		
Calculating Service Computation Dates	2	3	4/5
Preparing for a Reduction in Force		2	3
Conducting a Reduction in Force	2	3	4/5

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# HR Processing and Analysis Courses by OPM Proficiency Level<sup>1, 2, 3</sup>

Course Name	Entry Level GS-5/7/9	Full Performance Level GS-11/12	Expert/Manager GS-13+
Basic Processing Personnel Actions Online	1	2	
Processing Federal Personnel Actions	1/2	3	3
Adjudicating and Applying Veterans' Preference Online	2	3	4/5
Adjudicating and Applying Veterans' Preference	2	3	4/5
Calculating Service Computation Dates	2	3	4/5
Federal Employee Benefits	2	3/4	5

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# Employee Benefits Administration Courses by OPM Proficiency Level<sup>1, 2, 3</sup>

Course Name	Entry Level GS-5/7/9	Full Performance Level GS-11/12	Expert/Manager GS-13+
Federal Employee Benefits	1/2	3/4	5
CSRS and FERS Retirement and Benefits	1/2	3/4	5
Workers Compensation and Disability Retirement	1/2	3/4	5
Family and Medical Leave Act for Supervisors and HR Practitioners	2	3/4	5

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# Classification and Position Management Courses by OPM Proficiency Level<sup>1, 2, 3</sup>

Course Name	Entry Level GS-5/7/9	Full Performance Level GS-11/12	Expert/Manager GS-13+
Federal Classification Online	2	3/4	5
Position Classification: An Introduction Online	1	2/3	
Principles of Classification	2	3/4	5
Position Classification	2	3/4	5
Classification Refresher		3/4	4
Advanced Position Classification		4	5
Writing Federal Position Descriptions	1/2	3/4	5
Federal Position Management	1	3	4/5
Fair Labor Standards Act (FLSA) Online	1	3	
Fair Labor Standards Act (FLSA)	1	3	

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# Compensation Courses by OPM Proficiency Level<sup>1, 2, 3</sup>

Course Name	Entry Level GS-5/7/9	Full Performance Level GS-11/12	Expert/Manager GS-13+
Pay Setting for FWS Positions Online	1/2	3/4	5
Pay Setting for GS Positions Online	1/2	3/4	5
Pay Setting: Federal Wage System	1/2	3/4	5
Pay Setting: General Schedule	1/2	3/4	5

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# Employee Relations and Conduct by OPM Proficiency Level<sup>1, 2, 3</sup>

Course Name	Entry Level GS-5/7/9	Full Performance Level GS-11/12	Expert/Manager GS-13+
Federal Employee Relations (Basic)	1	2	
Adverse Conduct and Performance Based Actions	1/2	3	4/5
Federal Employee Relations (Intermediate)	2	3	4/5
Writing Conduct and Performance Letters		3/4	5
Managing Employee Conduct and Performance		3	4/5

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# Performance Management Courses by OPM Proficiency Level<sup>1, 2, 3</sup>

Course Name	Entry Level GS-5/7/9	Full Performance Level GS-11/12	Expert/Manager GS-13+
Federal Performance Management	1/2	3/4	5
Adverse Conduct and Performance Based Actions	1/2	3	4/5
Writing Conduct and Performance Letters		3/4	5
Employee Performance Discussions		2	3/4

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# Federal Labor Relations Courses by OPM Proficiency Level<sup>1, 2, 3</sup>

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Federal Labor Relations (Basic)	1	2	
Basic Labor Relations Online	1	2	
Federal Labor Relations (Intermediate)	2	3	4/5
Negotiating Federal Labor Agreements		2/3	4/5

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# Strategic Human Capital Consulting Courses by OPM Proficiency Level<sup>1, 2, 3</sup>

Course Name	Entry Level GS-5/7/9	Full Performance Level GS-11/12	Expert/Manager GS-13+
Strategic Human Capital Management	1	3	4/5
Federal Workforce Analysis and Planning		2/3	4/5
Internal Consulting Skills for Federal HR Professional		3/4	5
Using and Presenting HR Data for Organizational Decisions	1/2	3/4	5

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# Equal Employment Opportunity Courses by OPM Proficiency Level<sup>1, 2, 3</sup>

Course Name	Entry Level GS-5/7/9	Full Performance Level GS-11/12	Expert/Manager GS-13+
EEO-Its Place in the Federal Government Online	2	3	
EEO in the Federal Sector	1/2	3/4	5
Federal EEO Counseling	1	3	4/5
EEO Counseling Online	1	3	4/5
Special Emphasis Program Management	2	3/4	5
Roles and Responsibilities of EEO/Diversity Committee	2/3	4/5	5

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# Employee Development Courses by OPM Proficiency Level<sup>1, 2, 3</sup>

Course Name	Entry Level GS-5/7/9	Full Performance Level GS-11/12	Expert/Manager GS-13+
Federal Employee Development	2	3	4/5
Instructional Design Essentials	1	3	4/5
Instructor Training	1	3/4	4/5
Briefing Techniques	1	3/4	4/5

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# Personnel Suitability and Security Courses by OPM Proficiency Level<sup>1, 2, 3</sup>

Course Name	Entry Level GS-5/7/9	Full Performance Level GS-11/12	Expert/Manager GS-13+
Advanced Suitability Adjudication	3	3/4	4
Understanding the Personnel Security Program	1	2/3	3
Suitability Adjudication	2	3	3
Personnel Security Adjudication	2	3	3
Advanced Personnel Security Adjudication	3	3/4	4
Personnel Security and Suitability Adjudication	2	3	3
Fundamentals of Conducting a Personnel Security Interview	2	3	3

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