



Delegated Examining

OPM Technical Assistance Modules for Delegated Examining Certification

Workbook for Qualifications Determinations

Review the **Qualifications Determinations'** modules then use this workbook to complete the knowledge checks and practice exercises throughout the training. Answers can be found in the Answer Guide.

Knowledge Check 1.12: Knowledge Check 1

Unless your agency has an established qualification pilot program or an OPM-approved agency-specific qualifications standard, your agency must use OPM qualifications requirements found in the *Operating Manual: Qualification Standards for General Schedule Positions* when examining for a General Schedule (GS) position. **True or False?** _____

Knowledge Check 1.13: Knowledge Check 2

Agencies can use the qualification requirements found in the *Operating Manual: Qualification Standards for General Schedule Positions* to fill Federal Wage System (FWS) positions. **True or False?** _____

Knowledge Check 1.20: Knowledge Check 3

A selective factor may require agency-specific knowledge. **True or False?** _____

Knowledge Check 1.31: Knowledge Check 4

An applicant has 16 months of qualifying work experience. The work was conducted part-time for 25 hours per week. Calculate the amount of full-time work this applicant's part-time work is equivalent to.

Practice Exercise 1.53: Exercise 1

Instructions: Use your [online resources](#) to identify for each occupational series below which General Schedule group standard must be used to develop minimum qualification requirements for its positions.

GS-1530, Statistician	
GS-0962, Contact Representative	
GS-1712, Training Instruction	
GS-1035, Public Affairs	
GS-0544, Civilian Pay	
GS-0621, Nursing Assistant	

Practice Exercise 1.54: Exercise 2

Instructions: Use your [online resources](#) to identify which occupational series listed below has an Individual Occupational Requirement within its OPM occupational standards.

GS-1530, Statistics Series	
GS-1173, Housing Management Series	
GS-1202, Patent Technician	
GS-0526, Tax Specialist	
GS-1531, Statistical Assistant	
GS-0661, Pharmacy Technician	
GS-0670, Health System Administration	
GS-1102, Contracting Specialist	

Practice Exercise 1.55: Exercise 3

Instructions: Review the proposed selective factor below. Based on the information provided, choose the best answer to identify whether or not the selective factor is appropriate to be used on a delegated examining job announcement.

Position Information: The Business Benefits Agency is recruiting a GS-0343-12 Management & Program Analyst.

Identified in the job analysis documentation, the proposed selective factor is: Demonstrated work experience analyzing Federal Employee Viewpoint Survey (FEVS) results using statistical analysis and statistical software such as SAS, Python, Excel, and/or business intelligence tools

- A. Yes, it is appropriate because the proposed selective factor has been identified through the job analysis process.
- B. Yes, it is appropriate because the statistical analysis of employee surveys is critically important work.
- C. No, it is not appropriate because statistical analysis work should not be applicable to a GS-0343 position.
- D. No, it is not appropriate because the proposed selective factor requires work experience that can only be gained by working for the federal government.

Practice Exercise 1.57: Exercise 5

An applicant who does not possess the competency measured by a quality ranking factor must be rated as ineligible and will not receive any further consideration for the position. **True or False?** _____

Practice Exercise 1.58: Exercise 6

For the next several exercises, remember to use your [online resources](#).

Scenario: An applicant applies for a GS-1310-07 Physicist position. The applicant's resume and application verify the following:

- Awarded a Bachelor's degree in physics, which satisfies the individual occupational requirement (IOR) for the 1310 occupational standards. The Bachelor's degree shows a 2.6 cumulative GPA.
- 7 semester hours of job-related graduate level education in a master's degree program
- 6 months of qualifying GS-05 level equivalent specialized experience

Is this applicant qualified at the GS-07?

Practice Exercise 1.59: Exercise 7

Scenario: An applicant applies for a GS-0501-11 Financial Systems Analyst position. The applicant's resume and application verify the following:

- Awarded a Bachelor's degree in Business with a 3.2 GPA
- 50 semester hours of job-related graduate level education in a PhD program
- 5 months of qualifying GS-09 level equivalent specialized experience

Is this applicant qualified at the GS-11?

Practice Exercise 1.60: Exercise 8

Scenario: An applicant applies for a GS-0318-08 Secretary position. The applicant's resume and application verify the following:

- Awarded a Bachelor's degree in History with a 2.4 GPA
- 10 months of qualifying GS-07 level equivalent specialized experience

Is this applicant qualified at the GS-08?

Practice Exercise 1.61: Exercise 9

Scenario: An applicant applies for a GS-1667-05 Food Service Specialist position. The applicant's resume and application verify the following:

- 45 semester hours of undergraduate education in a Bachelor's degree program
- 2 years and 3 months of qualifying GS-04 level equivalent general experience

Is this applicant qualified at the GS-05?

Practice Exercise 1.62: Exercise 10

Scenario: An applicant applies for a GS-0303-05 Administrative Support Specialist position. The applicant's resume and application verify the following:

- 78 semester hours of undergraduate education
- 7 months of qualifying GS-04 level equivalent general experience

Is this applicant qualified at the GS-05?