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Human Resources Assistant 03

GS-0203-03

NOTE: THE SENTENCE IN PART I DESCRIBING THE PURPOSE OF THE POSITION AND PARTS II AND III IN THEIR ENTIRETY ARE PERMANENT PARTS OF THE LIBRARY AND MAY NOT BE CHANGED OR EDITED IN ANY WAY.

I. INTRODUCTION

This position involves performing personnel clerical support duties for processing actions into the National Finance Center (NFC) personnel/payroll system or in controlling personnel records or performing a range of assignments related to one or more personnel specializations.

II. MAJOR DUTIES AND RESPONSIBILITIES

Reviews and processes personnel/payroll documents. Enters data into the NFC personnel/payroll system. Maintains a manual or automated log of actions processed or related activities completed. Assembles and maintains official personnel folders. Performs duties such as determining benefits, leave, and retirement eligibility for competitive service appointments. Maintains a tickler report, and provides follow-up reports such as on placement actions, probationary periods, and not-to-exceed dates. Assists in resolving payroll problems. Maintains personnel subject-matter files and office copies of publications.

III. FACTOR LEVELS

Factor 1 - Knowledge Required by the Position FL 1-2, 200 pts.

Knowledge of commonly used personnel forms and NFC processing procedures to ensure proper completion of forms, answer basic questions, refer calls as appropriate, and to enter actions into the NFC system.

Knowledge of personnel recordkeeping procedures and organizational structure to maintain personnel references and/or organization files.

Knowledge of personnel procedures and terminology to process routine personnel actions.

Knowledge of the Privacy Act and Freedom of Information Act to assure confidentiality of documents and records and to safeguard all personnel and payroll information.

Factor 2 - Supervisory Controls FL 2-2, 125 pts.

The employee serves under the direction of a supervisor or higher-graded employee, who defines objectives, priorities, and deadlines and who assists the employee with unusual situations that do not have clear precedents. He/She takes initiative in performing assignments, following established instructions, policies, and practices. Work is reviewed for accuracy and compliance with instructions. Review of the work increases as assignments are more difficult or unfamiliar.

Factor 3 - Guidelines FL 3-1, 25 pts.

Guidelines include the Federal personnel regulations and Departmental and NFC procedures. Guidelines are specific and cover all aspects of the work. The appropriate guidelines to use

are readily determined. The employee functions within the guidelines, referring any problems or situations that may require deviation to the supervisor.

Factor 4 - Complexity FL 4-2, 75 pts.

The employee performs a range of clerical personnel assignments, involving related steps or processes. Assignments include reviewing forms and reports, entering actions into the automated personnel/payroll system, and explaining routine procedures and rules to employees. The employee decides what action to take from among different choices, based on easily recognized differences from one assignment to another.

Factor 5 - Scope and Effect FL 5-1, 25 pts.

The employee performs limited, repetitive assignments. For example, the employee completes forms, files actions, and processes personnel actions used in computing pay and serving as documentation of Federal service. This work supports the work of higher level specialists and saves time for the operational unit. It affects the efficiency, timeliness, and accuracy of further personnel processes.

Factor 6 - Personal Contacts FL 6-2 and FL 7-A, 45 pts.

Contacts include all levels of employees, supervisors, and administrative staffs in the organizations serviced, the general public, and/or field offices.

Factor 7 - Purpose of Contacts

Contacts are primarily to give and receive information. Contacts involve answering basic questions, providing standard instructions, and ensuring all documentation is in order.

Factor 8 - Physical Demands FL 8-1, 5 pts.

Work is primarily sedentary, involving no special physical demands.

Factor 9 - Work Environment FL 9-1, 5 pts.

The work is performed in a typical office setting.

TOTAL = 505 pts.

This position is non-exempt from coverage under the Fair Labor Standards Act.

IV. UNIQUE POSITION REQUIREMENTS

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