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## Human Resources Assistant 08

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### GS-0203-08

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 substantive technical duties in support of one or more personnel specializations.

#### II. MAJOR DUTIES AND RESPONSIBILITIES

Independently performs technical assignments, such as performing basic qualifications analysis on and desk audits of lower graded positions. Resolves administrative errors and discrepancies, and develops solutions for difficult problems. Evaluates and makes recommendations regarding

personnel actions and issues. Assists in training lower graded employees.

Conducts research and provides technical answers to inquiries from employees and officials related to the specialty area(s). Advises employees about various personnel matters. Develops improved procedures and methods; prepares procedural manuals; and prepares periodic and special reports.

Reviews, codes, and processes personnel requests/forms relevant to the specialty area(s). Considers content, accuracy, and adequacy of documents submitted. Enters pertinent data into

databases. Maintains personnel subject matter files.

#### III. FACTOR LEVELS

Factor 1- Knowledge Required by the Position FL 1-5, 750 pts.

Knowledge of Federal personnel regulations, principles, policies, rules, and terminology to analyze a great variety of situations, answer various personnel related inquiries, resolve technical discrepancies, make recommendations for the full range of personnel assistant functions in

support of one or more specialty areas, and train lower graded employees.

Knowledge of standardized personnel coding and processing procedures to handle forms and other related documentation.

Knowledge of NFC procedures to effect the full range of personnel/payroll actions.

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

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 2-3, 275 pts.

The employee serves under the direction of a supervisor or specialist, who defines the overall work objectives and priorities and who assists the employee with unusual, difficult, or controversial situations without clear

precedents. He/She plans work assignments, resolves problems, and recommends alternative actions. Work is reviewed for appropriateness, and

conformance to policies.

Factor 3 - Guidelines FL 3-3, 275 pts.

Guidelines include the Federal personnel regulations and Departmental and NFC procedures. Guidelines contain concepts, examples or precedents that apply in general to the situation/case being resolved. The employee uses judgment in selecting, applying, and adapting general guidelines to specific problems, considering situational similarities and differences.

Factor 4- Complexity FL4-3, 150 pts

The work involves making determinations, providing advice, and making recommendations based on established practices and principles of the specialty area(s). Works also consists of

standard explanations of personnel programs or policies. The employee identifies the situation or problems involved and determines if additional information is necessary and the applicability of precedents. He/She considers any interrelationship with other personnel matters.

Factor 5- Scope and Effect FL5-3, 150pts.

The work performed provides essential, specialized technical support to the human resource specialists. The work affects the adequacy of personnel functions and the quality of service provided to employees and other outside parties.

Factor 6-Personal Contacts FL6-2 and FL7-B, 75pts.

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 to obtain necessary information, resolve recurring problems, provide instructions, ensure that all documentation is in order, and obtain cooperation as needed.

Factor 8- Physical Demands FL8-1, 5pts.

Work is primarily sedentary, involving no special physical demands.

Factor 9- Work Environment FL9-1, 5pts.

The work is performed in a typical office setting.

TOTAL = 1,685 pts.

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

#### **IV. UNIQUE POSITION REQUIREMENTS**

(Last updated: October 4, 2001)

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