



[Home](#) > [HR Practitioners](#) > [Classification & Position Management](#) > [PD Library](#)

Human Resources Specialist 05

GS-0201-05

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

In a training capacity, the incumbent assists higher-graded personnel specialists in the performance of their assignments.

II. MAJOR DUTIES AND RESPONSIBILITIES

Assignments are designed to provide training in a number of personnel management functions for which the office is responsible. Assists higher-graded specialists in projects of limited difficulty in order to become familiar with laws, policies and regulations in two or more of the specialized personnel series.

III. FACTOR LEVELS

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

Ability to carry out basic studies and analyses sufficient to perform developmental assignments.

Communications skills sufficient to explain and gather information.

Factor 2 - Supervisory Controls FL 2-1, 25 points

The incumbent is under the direct and continuing supervision of a higher-level employee. The incumbent carries out recurring assignments independently. All completed assignments are reviewed in detail.

Factor 3 - Guidelines FL 3-1, 25 points

Guidelines consist of established precedents, standards, laws, regulations, and agency policy. The incumbent receives specific guidance from a higher-level specialist, who is readily available to answer questions.

Factor 4 - Complexity FL 4-2, 75 points

Assignments at this level are well defined and are segments of larger projects or non-complex discrete projects. For each step, the specialist must make decisions on the appropriate course of action to choose.

Factor 5 - Scope and Effect FL 5-1, 25 points

The purpose of the work is to learn the principles, concepts, work processes, regulations, and reference material applicable to a combination of specialized personnel fields. Work performed assists the work of co-workers within the immediate office.

Factor 6/7 - Personal Contacts/Purpose of Contacts FL 2-A, 45 points

Contacts are generally restricted to the immediate organization or with representatives from serviced organizations in structured settings. The purpose of contacts is to receive instruction and training as needed and explain well-established policies, procedures, and requirements.

Factor 8 - Physical Demands FL 8-1, 5 points

The work is sedentary.

Factor 9 - Work Environment FL 9-1, 5 points

The work is normally performed in an office setting.

TOTAL POINTS - 955

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

IV. UNIQUE POSITION REQUIREMENTS

(Last updated: July 27,2001)

[Website Feedback](#) [About OHRM](#) [Contact Us](#) [DOCHROC](#) [FOIA](#) [Site Map](#)
[Privacy Policy](#) [Commerce Homepage](#) [Careers at Commerce](#)
[Commerce Employees](#) [HR Practitioners](#)