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## Human Resources Specialist 07

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### GS-0201-07

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

As an advanced trainee, the incumbent assists higher-graded personnel specialists in the performance of their assignments in two or more of the specialized personnel series.

#### II. MAJOR DUTIES AND RESPONSIBILITIES

Assignments are designed to provide further experience and familiarity with the work of the office. Assists higher-graded specialists in projects of limited difficulty in order to become familiar with the analytic and judgmental aspects of the work and the appropriate use of applicable techniques and methods in at least two or more personnel management areas.

#### III. FACTOR LEVELS

Factor 1 - Knowledge Required by the Position FL 1-6, 950 points

Knowledge of two or more specific personnel management specialties sufficient to perform advanced developmental assignments.

Ability to carry out studies and analyses.

Ability to prepare reports to explain basic personnel information.

Communication skills sufficient to exchange personnel information with representatives from serviced organizations.

Factor 2 - Supervisory Controls FL 2-2, 125 points

The incumbent works under the direction of a higher-level employee who reviews work to ensure conformity with instructions.

Incumbent develops initiative in performing assignments and is held accountable for accuracy of work.

Factor 3 - Guidelines FL 3-2, 125 points

Guidelines consist of established precedents, standards, laws, regulations, and agency policy. The incumbent must use judgment in choosing between guidelines which are specific to most work situations. Assistance is readily available from a higher-level specialist.

Factor 4 - Complexity FL 4-2, 75 points

Assignments at this level are of moderate difficulty 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 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 obtain and exchange information, answer questions, 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 - 1360

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

**IV. UNIQUE POSITION REQUIREMENTS**

(Last updated: July 27, 2001)

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