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Human Resources Specialist 09

GS-0201-09

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

The incumbent performs assigned personnel management duties for a specified functional or organizational area in two or more of the specialized personnel series.

II. MAJOR DUTIES AND RESPONSIBILITIES

Performs routine personnel management functions in assigned areas. Responds to requests for information. Performs limited research and analysis of applicable laws, regulations, policy, etc. and prepares summaries and recommendations for action. As assigned, performs designated segments of more complex personnel assignments of higher-graded specialists. Advises management, employees, and/or the public on personnel related matters.

III. FACTOR LEVELS

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

Knowledge of two or more specific personnel management specialties to independently perform routine personnel management functions.

Knowledge of the organizational structure, and programs of assigned areas to provide advice to management.

Ability to analyze bureau, agency programs and/or personnel issues to develop recommendations for solutions to problems.

Ability to prepare reports to convey basic personnel information.

Communication skills sufficient to exchange personnel information.

Factor 2 - Supervisory Controls FL 2-3, 275 points

The incumbent is under the direction of a higher-grade employee, who provides general instructions as to objectives, priorities, and deadlines. Work is performed independently with assistance available as needed. Work is reviewed for technical soundness and conformity with agency policy and established objectives.

Factor 3 - Guidelines FL 3-3, 275 points

Guidelines consist of established precedents, standards, laws, regulations, and agency policy. The incumbent uses judgment in choosing, interpreting, and adapting guidelines to specific cases or problems.

Factor 4 - Complexity FL 4-3, 150 points

Assignments at this level are of moderate difficulty and require the use of a number of different and unrelated analytical methods and techniques. The techniques used in following procedures are normally routine, but may

involve some adaptation of established procedures. For each step, the specialist must make decisions on the appropriate course of action to choose.

Factor 5 - Scope and Effect FL 5-3, 150 points

The purpose of the work is to provide personnel management services to an assigned organizational unit or in an assigned functional area. The work contributes to the level of service provided by the office to other personnel offices and/or assigned organizations.

Factor 6/7 - Personal Contacts/Purpose of Contacts FL 2-B, 75 points

Contacts are with other specialists, managers, employees, and members of the public in moderately structured settings. The purpose of contacts is to obtain and exchange information, answer questions, explain the basis for personnel decisions, recommendations and actions, and help further an understanding of the agency personnel management program.

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 - 1885

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

IV. UNIQUE POSITION REQUIREMENTS

(Last updated: July 27,2001)

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