



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

Human Resources Specialist 11

GS-0201-11

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 personnel management functions for an assigned functional or organizational area in two or more of the specialized personnel series.

II. MAJOR DUTIES AND RESPONSIBILITIES

Plans and implements continuing personnel management services and/or programs in areas of specialty. Develops plans, procedures, and operating methods for assignments. Analyzes problems/issues and proposes alternative solutions. Provides management advisory services involving a high degree of technical skill.

III. FACTOR LEVELS

Factor 1 - Knowledge Required by the Position FL 1-7, 1250 points

Knowledge of two or more specific personnel management specialties to independently provide personnel services for assigned organizations or to perform major segments of complex policy/program studies and evaluations.

Ability to identify and analyze personnel management problems in order to develop alternative solutions.

Ability to present complex ideas and options to a wide range of audiences in order to persuade the target audience to accept a certain course of action.

Factor 2 - Supervisory Controls FL 2-4, 450 points

The supervisor provides general administrative direction to the incumbent. The incumbent works with a marked degree of technical authority and is responsible for planning, designing, and carrying out the work independently. Completed work is reviewed for consistency with standards and policy and for responsiveness to the client.

Factor 3 - Guidelines FL 3-3, 275 points

Guidelines consist of laws, regulations, agency and office policy. Guidelines often are not directly applicable and the incumbent must use judgment to modify or interpret them to fit the specific situation.

Factor 4 - Complexity FL 4-4, 225 points

Assignments at this level are of more than average difficulty and require the application of a variety of principles and guidelines to specific case problems or individual situations. Solutions to problems encountered require a high level of technical skills, knowledge, and judgment. For each step, the specialist must make decisions on the

appropriate course of action to choose.

Assigned organizations have complex structures, missions and/or personnel issues.

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 and to analyze and resolve operational and/or program problems. 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 3-C, 180 points

Contacts may include other specialists, managers, employees, representatives from other Federal agencies and/or professional organizations, and members of the general public in moderately unstructured settings. The purpose of contacts is to obtain and exchange information, answer questions, explain the basis for personnel decisions, recommendations and actions, and to persuade managers, employees, and/or third party officials to accept proposed solutions.

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 - 2540

This position is 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](#)