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## Human Resources Specialist 12

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### GS-0201-12

NOTE: THE SENTENCE IN PART I DESCRIBING THE PURPOSE OF THE POSITION AND PARTS I AND II 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 or in work not covered by such series.

#### II. MAJOR DUTIES AND RESPONSIBILITIES

Plans and implements continuing personnel management services and/or programs in areas of specialty. Assignments are varied and complex, covering a broad range of personnel issues and require in-depth analysis. Using a high degree of technical skill, the incumbent develops the overall plans, procedures, and operating methods for assignments. Proposes and implements alternative solutions to solve problems of a unique or precedent setting nature. 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 studies and/or evaluations of complex policies, programs, and/or organizational issues.

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 3-4, 450 points

Guidelines consist of broad personnel guidance such as laws, regulations, agency and office policy. Guidelines provide a general outline of the concepts, methods, and approaches of personnel management to be followed. Available guidelines at this level are often conflicting. The incumbent uses initiative in researching and implementing new methods and procedures.

Factor 4 - Complexity FL 4-5, 325 points

Assignments at this level are varied and complex and requiring in-depth analysis to determine the means of resolution, and the application of a variety of non-related principles and guidelines to a broad range of problems or personnel issues. Solutions to problems encountered require a high level of

analytical and technical skill, knowledge, and judgment. For each step, the specialist must make decisions on the appropriate course of action to choose. Assigned organizations/program areas have complex structures, missions and/or personnel issues.

Factor 5 - Scope and Effect FL 5-4, 225 points

Work products produced by the incumbent provide authoritative analyses, information, and recommendations relied upon by supervisory and managerial staff to effect program and/or policy changes in bureau or agency personnel management, or for decisions on especially sensitive personnel management issues.

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 - 2890

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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