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Human Resources Specialist 13

GS-0201-13

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 complex personnel management work requiring knowledge, skills, and abilities characteristic of two or more of the specialized personnel series.

II. MAJOR DUTIES AND RESPONSIBILITIES

Has full technical responsibility for independently carrying out complex studies and projects involving personnel management program development and/or program evaluation, or for providing complex personnel management operations services. Provides management advisory services activities at high levels within the agency or principal bureau. Analyzes significant personnel management issues and problems and develops expert-level recommendations and alternative solutions.

Serves as agency or bureau representative in inter-agency and intra-Commerce negotiations, discussions, working groups, and both formal and informal advisory forums to present, defend and negotiate Commerce or bureau positions as recognized representative of senior administrative management.

III FACTOR LEVELS

Factor 1 - Knowledge Required of the Position FL 1-8, 1550 points

Knowledge of two or more specific personnel management specialties in order to independently provide high-level personnel services.

Ability to analyze complex bureau, agency or government-wide programs and develop recommendations for new or substantially modified approaches to execute these programs.

Ability to effectively present complex ideas and options to a wide range of audiences, and to tactfully and persuasively sell controversial changes and/or solutions.

Ability to analyze proposed regulatory/policy changes and prepare written recommendations in order to present office/Department position.

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

Assignments are discussed in general terms with immediate supervisor or with higher level managers; project scope and direction are often independently developed by the incumbent, whose technical expertise is rarely questioned. Review more often consists of assessment of broad impact on major policies and programs, soundness of judgment, and results achieved.

Factor 3 - Guidelines FL 3-4, 450 points

Guidelines consist of broad agency and bureau policies, enabling legislation, and published rules and regulations of regulatory agencies such as the Office of Personnel Management. Incumbent must be adept at identifying,

analyzing, and interpreting these numerous references as they relate to personnel management program evaluation and development and operational services.

Factor 4 - Complexity FL 4-5, 325 points

Studies, projects and recommendations involve complex personnel management activities with potential impact throughout the Department or at the major bureau level. Work efforts require substantial insight into broad organizational and program interrelationships rather than a focus on local effect or individual case orientation.

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 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, 180 points

Personal contacts are with professional, administrative, and managerial staff including Senior Executive Service and Presidential Appointee level within and outside the parent organization, and/or outside agency representatives, supervisory level managers, congressional liaison offices. Contacts are for the purpose of fact-finding, to solidify positions, options and recommendations, and to persuade management to accept controversial changes.

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 - 3190

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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