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## Human Resources Specialist 14

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### GS-0201-14

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 serves as a Senior Specialist with responsibility for developing, administering, coordinating and overseeing key office programs, and managing resources in support of these programs.

#### II. MAJOR DUTIES AND RESPONSIBILITIES

Has full technical responsibility for independently carrying out complex studies and projects in two or more personnel management functions involving program development, evaluation, and/or operations including especially difficult management advisory services within and outside Commerce.

Develops, modifies, and maintains one or more major office programs, projects, or studies of significant scope and unusual complexity, requiring managing associated office, bureau, and/or intra-agency resources. Plans and coordinates bureau and intra-agency participation, assesses progress towards office and/or Commerce goals, determines alternative courses of action, and administers and oversees implementation.

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

#### III FACTOR LEVELS

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

Knowledge in two or more specific personnel management specialties to perform complex personnel management work.

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 in order to tactfully and persuasively sell controversial changes.

Factor 2 - Supervisory Controls FL 2-5, 650 points

The supervisor and broad agency and Government policies set the overall parameters for project scope and direction. The incumbent independently plans, develops, and carries out complex projects and studies to meet office and Commerce goals. The incumbent's technical expertise is rarely questioned, and review of work in progress more often consists of assessment of broad impact on major policies and programs, soundness of judgement, and results achieved.

Factor 3 - Guidelines FL 3-5, 650 points

Guidelines consist of broad agency policies (both published and unpublished), enabling legislation, and draft and published rules and regulations of regulatory agencies such as the Office of Personnel Management. Incumbent must extensively analyze and interpret these non-specific guidelines and extend them into new program and project proposals, concepts, and activities.

Factor 4 - Complexity FL 4-5, 325 points

Studies, projects, and recommendations involve complex personnel management activities in areas of an unprecedented nature, and concepts are frequently untested within the Federal sector. 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 5-5, 325 points

The purpose of the work is to analyze, advise on, and recommend solutions to major personnel problems in all phases of the personnel management program with anticipated impact throughout the Department and/or serviced organizations. The work involves development, interpretation, and adaptation of new or revised methods and affects major programs.

Factor 6/7 - Personal Contacts/Purpose of Contacts FL 3-P, 280 points

Extensive personal contacts are required with high-level professional, administrative, and managerial staff including Senior Executive Service and Presidential Appointees within and outside the parent organization, and/or outside agency representatives, supervisory level managers, Congressional liaison offices. Contacts are for the purpose of participating as the office and/or Commerce representative at meetings, conferences or other fora involving issues of considerable importance. The incumbent uses exceptional tact and negotiating skills to negotiate appropriate solutions or develop alternatives.

Factor 1 - 8. Physical Demands FL 8-1, 5 points

The work is sedentary.

Factor 1 - 9. Work Environment FL 9-1, 5 points

The work is normally performed in an office setting.

TOTAL POINTS - 3790

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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