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Investigation/Compliance Specialist 05

GS-1802-05

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

This position is assigned to assist senior investigative/compliance specialists with routine administrative and technical aspects of investigations/compliance monitoring programs or similar efforts.

II. MAJOR DUTIES AND RESPONSIBILITIES

Provide assistance to investigation/compliance specialists by handling routine assignments in the program area and performing a variety of administrative and basic technical assignments.

III. FACTOR LEVELS

Factor 1 - Knowledge Required by the Position FL 1-3, 350 pts

Knowledge of procedures and documents specific to the investigative/compliance programs, functions and operations.

Ability to collect and organize program data and information in accordance with established practice.

Knowledge of basic U.S. laws, regulations, and procedures applying to the investigative/compliance program area.

Factor 2 - Supervisory Controls FL 2-2, 125 pts

The supervisor assigns work and provides specific instructions and supervision in projects to be performed. Deadlines are established to ensure that the statutory time limits are met. Routine work is performed independently, with questions referred to the supervisor. Finished work is evaluated for adherence to procedure and form, accomplishment of objectives and policy/regulatory compliance.

Factor 3 - Guidelines FL 3-2, 125 pts

Work is performed in accordance with established policies, procedures and program/function directives. Employee selects the appropriate process or procedure for specific situations, and may adapt procedural guidance where assignments depart from precedents. Where more substantial deviation from guidance appears necessary, the employee will recommend a course of action to the supervisor or to a senior compliance/investigation specialist.

Factor 4 - Complexity FL 4-3, 150 pts

Decisions regarding what needs to be done involve various considerations and different sources of program information. Assignments also involve processes which, while related, require different steps to meet specific situations. Incumbent must analyze information and/or evaluate work products in order to assure that objectives/priorities have been met.

Factor 5 - Scope and Effect FL 5-2, 75 pts

Work contributes to the overall efficiency and effectiveness of investigations/compliance products, services, and functions. Data and information developed or assembled by the employee affect accuracy of unit reports and other materials.

Factor 6 - Personal Contacts FL 6-2

Personal contacts are with other assistants and specialists throughout the unit, other agencies and/or importers or exporters.

Factor 7 - Purpose of Contacts FL 7-a, 45 pts

Contacts are to gather and exchange data and information.

Factor 8 - Physical Demands FL 8-1, 5 pts

No special demands are present.

Factor 9 - Work Environment FL 9-1, 5 pts

The work is normally performed in an office setting.

Total: 880 pts

Grade GS-5

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

IV. UNIQUE POSITION REQUIREMENTS

(Last updated: November 4, 1994)

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