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## Investigation/Compliance Specialist 06

### **GS-1802-06**

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 administrative and technical aspects of investigations, compliance monitoring programs, or similar efforts. Collects data; manipulates data bases; maintains data bases and case records; archives data and records.

#### **II. MAJOR DUTIES AND RESPONSIBILITIES**

Provides assistance and support to investigation/compliance specialists administering assignments in the program area and performs a variety of administrative and technical assignments.

#### **III. FACTOR LEVELS**

Factor 1 - Knowledge Required by the Position FL 1-4, 550 pts

Knowledge of recurring or continuing investigation/compliance program activities assigned to higher level professionals in the organization.

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

Ability to collect, organize and manipulate program data and information within both reports and large databases.

Ability to meet deadlines.

Communication skills to enable preparation of routine reports or data summaries and to allow clear and concise expression of program information to other organizational units.

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 3-3, 275 pts

Specific agency, bureau and investigative/compliance program guidelines are available, as are governing statutes and regulations. The employee, in conjunction with the supervisor or senior specialists, selects guidelines for application to individual cases, and may modify technical methods and procedures to meet new situations.

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 5-3, 150 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 directly influence quality of major investigative/compliance case presentations and 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-b, 75 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: 1335 pts

Grade: GS-6

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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