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Investigation/Compliance Specialist 07

GS-1801-07

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 responsible for performing developmental assignments and assisting senior personnel in the analysis of routine investigation/compliance cases, agreements and/or monitoring programs.

II. MAJOR DUTIES AND RESPONSIBILITIES

Participates as a member of investigation/compliance project teams in the program area; assists in discharge of investigative responsibilities; assists in the analysis and evaluation of data; attends meetings, briefings and hearings; assists in the verification of data; supports the preparation of recommendations for the disposition of assignments.

III. FACTOR LEVELS

Factor 1 - Knowledge Required by the Position FL 1-6, 950 pts

Knowledge of and ability to apply U.S. laws, regulations and procedures which govern the area of assignment.

Knowledge of investigative and compliance review methods, information sources, and protocols specific to assigned programs and cases.

Knowledge of international business and economic practices and of the specific commercial activities addressed within the assignment.

Ability to research, analyze and interpret financial, statistical, economic and/or accounting data and information, and to apply conclusions to recommended case handling actions and decisions.

Ability to meet statutorily imposed case development and presentation schedules and deadlines.

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 soundness, accomplishment of objectives and policy/regulatory compliance.

Factor 3 - Guidelines FL 3-2, 125 pts

Guidelines include statutes, regulations, legal and administrative precedents, and established policies and procedures. The incumbent locates and determines applicability of references, and may make minor process adaptations for specific assignments.

Factor 4 - Complexity FL 4-2, 75 pts

Work involves the analysis of routine issues and programs which may be approached through established methods and processes. Decisions and recommendations may require the employee to help select among

possible choices of action, or to help determine which policy approach has most successfully met comparable situations in the past.

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

The purpose of the work is to furnish assistance to senior specialist by performing routine aspects of investigation/compliance work. Assignments also provide for career development of trainees.

Factor 6 - Personal Contacts FL 6-2

Personal contacts are with other specialists throughout the unit; with other U.S./foreign government offices and/or agencies on cooperative efforts; with U.S./foreign business and industry representatives in areas of assignment; and with lawyers whose clients are involved in the cases.

Factor 7 - Purpose of Contacts FL 7-b, 75 pts

Contacts are to gather and exchange data and information, coordinate assignment handling, explain agency programs or requirements, and to influence cooperation where conflict or controversy is involved.

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

Work is normally sedentary.

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

The work is normally performed in an office setting.

Total: 1435 pts

Grade: GS-7

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

(Last updated: November 4, 1994)

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