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Investigation/Compliance Specialist 11

GS-1801-11

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 the analysis of moderately complex investigation/compliance cases, agreements and/or monitoring programs, and based on these analyses, prepares recommendations on their disposition.

II. MAJOR DUTIES AND RESPONSIBILITIES

Is responsible for moderately complex assignments in the program area; discharges investigative responsibilities; analyzes and evaluates data; participates in meetings, briefings and hearings; assists in the verification of data; prepares recommendations for the disposition of assignments.

III. FACTOR LEVELS

Factor 1 - Knowledge Required by the Position FL 1-7, 1250 pts

Thorough knowledge of U.S. laws, regulations and procedures to perform investigation, inspection, enforcement or compliance work.

Thorough knowledge of international business and economic practices.

Thorough knowledge of specialized principles, concepts, and methods which underlie assigned program area, and domestic/international business and economic practices in order to analyze a wide range of different situations and reach or recommend sound action.

Ability to research, analyze and interpret financial, statistical, economic and/or accounting data and information.

Ability to identify issues and to differentiate between major and minor problems in the program area.

Knowledge of agency and government laws and responsibilities in the area to which assigned sufficient to independently handle moderately complex problems.

Ability to brief senior management on moderately complex issues in the program area.

Ability to compose reports clearly and concisely in a variety of formats.

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

Supervisor provides general direction and guidance on broad objectives and policies. Employee works independently and is expected to generate finished work products subject only to administrative review, and is relied upon for technical determinations within the program area.

Factor 3 - Guidelines FL 3-3, 275 pts

Guidelines include statutes, regulations, legal and administrative precedents, agreements and established policies and procedures. The incumbent must use initiative and judgement in the interpretation of existing

guidelines and, in conjunction with the supervisor, develop new guidelines for the conduct of assignments in the program area.

Factor 4 - Complexity FL 4-4, 225 pts

Assignments consist of diverse and often unrelated steps and processes which require analysis of complex information and selection among alternative approaches to assignments. Decisions must consider handling of unusual circumstances, need to refine work methods, and the reconciliation of conflicting data.

Factor 5 - Scope and Effect FL 5-3, 150 pts

The purpose of the work is to ensure that the applicable U.S. laws, regulations and agreements are fairly and effectively enforced. Work affects the adequacy and timeliness of government regulatory and/or service functions, and the overall effectiveness of the organization in meeting objectives.

Factor 6 - Personal Contacts FL 6-3

Contacts include employees and managers throughout the organization, officials of other agencies or state and local governments involved in the assignment area, foreign counterparts and representatives of business, and/or the public.

Factor 7 - Purpose of Contacts FL 7-c, 180 pts

Contacts are to gather and exchange data and information, to persuade or influence others to adapt desired courses of action, or to exercise various regulatory controls and authorities.

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

Work is primarily sedentary.

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

The work is normally performed in a standard office setting.

Total: 2540 pts

Grade: GS-11

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

IV. UNIQUE POSITION REQUIREMENTS

(Last updated: November 4, 1994)

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