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Investigation/Compliance Specialist 13

GS-1801-13

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 independent handling of all phases of complex investigation/compliance cases, or agreements monitoring programs. Develops case/issue analyses, prepares recommendations on their disposition, and coordinates efforts with all involved.

II. MAJOR DUTIES AND RESPONSIBILITIES

Serves as team leader and independently coordinates and/or administers major, high-priority cases which are central to agency objectives; coordinates and discharges complex investigative responsibilities; analyzes and evaluates complex data; conducts meetings, briefings and hearings; coordinates verification of data; prepares recommendations for the disposition of assignments; helps develop and implement significant new program strategies; analyzes key policy questions in the program area and contributes to significant agency decisions, policy recommendations and positions; represents the agency authoritatively to key officials and organizations.

III. FACTOR LEVELS

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

Thorough knowledge of the U.S. laws, regulations, acts, executive orders and agreements which govern the investigative and/or compliance work for which the employee is responsible.

Expert knowledge of the theories, dynamics and factors underlying investigation/compliance area to enable authoritative and independent handling of programs and functions.

Expert knowledge of the roles, responsibilities and programs of government agencies, private sector interests, and other involved in the investigation/compliance area sufficient to guide and coordinate external contributions to programs and services and to disseminate information to concerned agencies.

Demonstrated ability to effectively and independently analyze and communicate sound and authoritative recommendations on highly complex and sensitive investigation/compliance issues/policies.

Knowledge sufficient to serve as recognized technical authority in the investigation/compliance area and to serve as an authoritative bureau spokesperson to outside organizations.

Strong communications skills, sufficient to present information convincingly to audiences including outside agencies and private sector representatives with divergent and conflicting views on issues involved.

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 3-4, 450 pts

Guidelines include federal, agency, program, legal, subject-matter references and precedent situations. Assignments require initiative and resourcefulness to deviate from established practices or precedents, and the employee uses judgement to generate new approaches to problems and unique situations.

Factor 4 - Complexity FL 4-5, 325 pts

The incumbent must consider, assess and frequently reconcile numerous and diverse variables and interests in developing program approaches and positions. Issues faced require extensive analysis, and decisions and recommendations reflect the need to balance sensitive Investigation/Compliance information with expert interpretation and analysis performed by the employee.

Factor 5 - Scope and Effect FL 5-5, 325 pts

The purpose of the work is to plan, manage, and successfully ensure that applicable U.S. laws, regulations, and agreements are enforced. The employee impacts effectiveness of operations, quality of government services, and relationships with domestic/foreign businesses, and/or other agencies and governments.

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: 3290 pts

Grade : GS-13

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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