

**POSITION DESCRIPTION** *(Please Read Instructions on the Back)*

1. Agency Position No.

2. Reason for Submission

- Redescription     New  
 Reestablishment     Other

Explanation *(Show any positions replaced)*

3. Service

- Hdqtrs     Field

4. Employing Office Location

5. Duty Station

6. OPM Certification No.

7. Fair Labor Standards Act

- Exempt     Nonexempt

8. Financial Statements Required

- Executive Personnel     Employment and  
 Financial Disclosure     Financial Interest

9. Subject to IA Action

- Yes     No

10. Position Status

- Competitive  
 Excepted *(Specify in Remarks)*  
 SES (Gen.)     SES (CR)

11. Position Is

- Supervisory  
 Managerial  
 Neither

12. Sensitivity

- 1--Non-Sensitive     3--Critical  
 2--Noncritical Sensitive     4--Special Sensitive

13. Competitive Level Code

14. Agency Use

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review						
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position *(if different from official title)*

17. Name of Employee *(if vacant, specify)*

18. Department, Agency, or Establishment

c. Third Subdivision

a. First Subdivision

d. Fourth Subdivision

b. Second Subdivision

e. Fifth Subdivision

19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee *(optional)*

20. **Supervisory Certification.** *I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that*

*this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.*

a. Typed Name and Title of Immediate Supervisor

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*

Signature

Date

Signature

Date

21. **Classification/Job Grading Certification.** *I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.*

22. Position Classification Standards Used in Classifying/Grading Position

Typed Name and Title of Official Taking Action

**Information for Employees.** The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

Signature

Date

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee <i>(optional)</i>										
b. Supervisor										
c. Classifier										

24. Remarks

25. Description of Major Duties and Responsibilities *(See Attached)*

**DOI Standard PD  
PD# DC00600  
Developmental Position**

**Classification: Human Resources Specialist, GS-0201-07**

**INTRODUCTION**

This position is located in a Servicing Human Resources Office which provides Human Resources (HR) advisory and program services to a bureau, bureau level equivalent office or a subdivision thereof. This position is an advanced trainee. This is a career ladder position. Full-performance level is determined by management. Work is performed to gain knowledge and develop skills in one or more of the following specialty areas: classification and position management, recruitment and placement, HR information systems, performance management, human resources development, benefits, employee relations, labor relations, and compensation.

A Standard Position Description (SPD) covers similar positions in multiple locations of an organization. Positions classified to this SPD may have appropriate parenthetical titles added as addressed in the Position Classification Standard for Administrative Work in the Human Resources Management Group, December 2000.

**MAJOR DUTIES (indicate percentages of time equal to 100)**

**Classification and Position Management \_\_\_\_\_%**

Reviews incoming requests for classification actions. Researches the requests to determine if requested positions are covered by any special provisions such as a mandatory SPD is in place for the series, creation of new positions in the series requires approval from a higher level in the bureau/office or DOI, the position is subject to identical additional (I/A) action. Follows up with supervisor/manager as needed to ensure appropriate approvals are in place, when required. Performs position classification and position management duties of relatively non-complex positions up to levels authorized in delegation of authority. This includes consulting with manager/supervisor on needs for the position, assisting with job analysis when needed, writing an evaluation statement, and making a determination as to title, series, and grade of the position. Provides consultation/recommendations on organizational structures to improve position management in organizations with straight-forward structures and workflows. Evaluations are

typically carefully reviewed by the supervisor or higher graded HR Specialist prior to finalizing the determination.

Conducts PD reviews as assigned by supervisor or lead to ensure compliance of one or more specific data points captured on the PD cover page with the Office of Personnel Management (OPM), DOI, and Bureau requirements. Updates PDs and supporting documents, as needed. Consults with manager/supervisor as needed to ensure duties and responsibilities are up-to-date and accurate. Reviews and revises, when needed, coding for such data points on the PD cover page as cyber security, functional classification, full performance level, Fair Labor Standards Act designation, etc. Researches coding requirements in the Guide to Data Standards and other relevant publications and guidance to ensure data integrity. Consults with supervisor or higher graded classifier when correct determinations are especially complex.

Assists in the conduct of position reviews and desk audits of position in assigned servicing area. Interviews position incumbent, immediate and/or higher-level supervisor; reviews organizational information including organizational charts, mission statements, functional statements to determine organizational context of position; may review sample work products produced by the incumbent or go onsite to observe the incumbent at work. Assists in writing detailed reports of findings and presents to manager/supervisor. Takes corrective actions based on results, when required.

Researches in the Guide to Personnel Data Standards and Guide to Personnel Processing to complete PD cover page accurately. Completes supporting documents such as FLSA determination worksheet, position designation questionnaire, position designation record, and all other required documentation to support classification decisions. Records classification findings and maintains records in accordance with DOI, OPM, and the National Archives and Records Administration. Periodically reviews reports and records to ensure they are up-to-date, accurate, and in accordance with law, policy, and regulation.

### **Recruitment and Placement \_\_\_\_\_%**

Works independently or alongside a senior specialist to advise selecting officials/managers on recruitment for a range of commonly filled positions. Provides input and guidance on a range of hiring authorities such as Pathways student positions, Schedule A excepted service, merit promotion and Delegated Examining (DE).

Works independently or alongside a senior specialist to assist selecting officials/managers on performing job analysis, crediting plans, and occupational questionnaires for a range straightforward and/or frequently filled positions.

Determines eligibility of applicants to a broad range of positions. Reviews applications and makes basic qualifications determinations for a full range of commonly filled positions. Makes rating and ranking determinations, determines order of merit promotion referrals and special hiring authority referrals. Counsels, advises and furnishes assistance in human resource administration as it relates to staffing and placement functions. Resolves routine problems and issues with minimal guidance.

**Information Systems (HRIS) \_\_\_\_\_ %**

Provides technical support a range of HRIS issues. Troubleshoots existing database and systems issues. Performs a range of duties necessary to support HRIS functions.

Analyzes problems identified by system end users and proposes solutions to routine issues.

Provides assistance on payroll, personnel, onboarding, hiring management and personnel record keeping systems. Supports products and services for both internal (Bureau/Office) and external (DOI, OPM, etc.) systems. Tracks assistance requests and refers systemic issues to the appropriate staff for resolution.

Assists with system security management including performance of access control management, accountability verification and validation of resources for serviced organization(s). Assists with monitoring and controlling HRIS access for the serviced organization(s). Performs user account management services by identifying users to be added/deleted/modified, group assignments and system privileges to ensure confidentiality. Apply automation means to accomplish presentations and data retrieval relating to personnel or payroll projects.

Analyzes reports of systems issues to determine source and severity. Reports significant system problems to appropriate personnel. Provides advice to HR staff and serviced organization officials to ensure timely implementation of new subsystems and/or enhancements to new or existing systems. Provide technical assistance on the HR automated information systems' procedures and applications.

**Performance Management \_\_\_\_\_ %**

Manage performance tools, processes, and programs for a narrow set of assigned positions; assists managers/supervisors in the drafting of performance improvement plans, coaching agendas, training materials, and progress tracking methods.

Works with supervisor or higher graded specialist to assist managers/supervisors to translate bureau/organizational goals to individual goals and align efforts and outcomes; assists in tracking key performance indicators and performance goals for specific positions; and communicate what success looks like for serviced organization.

Reviews performance standards and performance appraisal documents for compliance with OPM and DOI policy and with organizational practices and requirements. Summarizes findings to HR and supported organization leadership. Monitors feedback systems for performance planning and monitoring and raises compliance and other issues to the attention of appropriate HR or management staff.

### **Human Resources Development \_\_\_\_\_ %**

Works with subject matter experts to develop course materials, training aids, and improved applications of educational technology for use by education specialists, instructors, managers/supervisors, and employees. Analyzes subject matter and other relevant conditions to recommend best training delivery method. Serves as a point of contact for training requests for supported organizations. Provides guidance to non-HR subject matter experts in delivering in person and web-based training.

Using established methods and practices, evaluates training programs and instructor performance making recommendations to increase program quality and overall effectiveness.

Exercises responsibility for training administration to include dissemination/marketing of training; utilizing the learning management system (LMS) for managing nominations, course registration, summarizing course evaluations, and updating employees' training histories; and answering inquiries regarding training events. Identifies and articulates requirements to procure needed training from external sources.

### **Benefits \_\_\_\_\_ %**

Provides information on such programs as health and life insurance, leave, Thrift Saving Plan (TSP), physical capability requirements and the Federal Employees Compensation Act (FECA).

Assists employees with questions regarding enrollments and eligibility requirements.

Provides advice to managers, supervisors, and employees concerning the Uniformed Services Employment and Reemployment Rights Act. Provides technical guidance and assistance to managers, supervisors, and employees in executing a limited variety of employee benefits programs, which may include retirement, health and life insurance benefits, TSP, Long Term Care Program, etc.

Advises employees and supervisors of procedures to follow when an injury occurs. Informs injured employees of their responsibilities, providing proper forms and procedures for filing claims for compensation. Informs employees on procedures to obtain payment of bills and reimbursement of expenditures due to their injury.

Contacts Office of Worker's Compensation Programs (OWCP) to determine reasons for delay in processing claims. Contact the Department of Labor to check the status of bills for employees. Provides assistance in completing and transmitting required forms.

### **Employee Relations \_\_\_\_\_ %**

Provides guidance and advice to employees, leadership, program managers, other management officials and supervisors. Researches a range of case law, principles, practices, and regulations to perform analyses and make recommendations on problems that have relevant precedents. Provides assistance, information, and guidance on employee relations problems and issues which affect individual performance, performance appraisal systems, and employee relations training programs. Advises managers and supervisors of procedures regarding disciplinary and adverse actions.

Advises managers and supervisors general information on disciplinary or other corrective techniques that are responsive to a range of conduct and performance problems; and explains rules and procedures to employees and help them understand their rights and obligations. Resolves moderately complex problems which are typically well-precedented in nature. Provides HR management advisory and technical services on substantive organizational functions and work practices; uses analytical methods to identify, evaluate, and recommend to management appropriate HR solutions; uses standard operating practices or modified HR work procedures for delivering effective HR advice and guidance.

### **Labor Relations \_\_\_\_\_ %**

Participates in labor contract negotiations and administration usually limited to one contract or bargaining unit. Serves as participating team member and assists with developing management proposals and negotiating strategies.

Applies a range of HR case law, principles, practices and regulations to perform analyses and draw conclusions on routine legal issues, problems, and situations. Utilizes legal research methods, information gathering techniques, and analytical skill to locate, interpret, and analyze for applicability precedent and substantive decisions, and/or legal opinions that various courts and administrative bodies have rendered.

Advises management on the day-to-day administration of collective bargaining agreement(s). Interprets the intent of the contractual language and attempts to informally resolve problems that arise over application of contract provisions.

## **Compensation \_\_\_\_\_%**

Performs a range of compensation duties for the supported organization(s). Uses good judgment to provide accurate pay setting guidance.

Assists in updating guidance and procedures on a range of and compensation issues and flexibilities. Analyzes incoming requests and assists employees and supervisors regarding employee grievances related to pay and leave issues and entitlements.

Advises management, employees, and union officials (when covered) on work schedules and hours of work requirements and flexibilities including alternative work schedules; premium pay entitlements; law enforcement and other special pay provisions. Analyzes and provides interpretive guidance on operating procedures or processes for an organization's alternative work schedule; leave bank and leave sharing; and/or recruitment, relocation, and retention incentive programs.

Provides for training and advises administrative personnel and HR assistances on various aspects of automated timekeeping and how to apply time keeping codes.

Performs other duties as assigned.

## **FACTOR EVALUATION SUMMARY**

### **Factor 1: Knowledge Required by the Position 1-6 (950 points)**

Knowledge of a full range of fundamental HR management laws, principles, policies, methods and practices as applies to one or more specialty areas identified. Research and analytical techniques sufficient to provide guidance to managers/supervisors on a broad range of well-precedented or recurring problems.

Analytical and problem-solving skills sufficient to locate appropriate and applicable precedents, legal documentation. Ability to interpret basic issues of fact, law, and regulations sufficient to solve moderately complex issues such as the impact of a decision in one area of HR specialization on other areas (e.g., how a settlement made through ER or LR methods may impact position management and classification in an organization).

Ability to express moderately complex ideas orally and in writing. Ability to listen effectively and clarify information.

Ability to analyze moderately complex operational and business problems involving issues for serviced functions.

Skill in advising managers and supervisors of HR program flexibilities and recommending alternatives.

Working knowledge of HR computer applications and ability to integrate new, existing, and proposed applications into the operating environment.

Ability to retrieve and provide HR reports to the serviced population.

**Factor 2: Supervisory Controls 2-2 (125 points)**

The supervisor provides instruction on the purpose, scope of work, expected deadlines, and priorities. The supervisor orients the employee to the general workflow expectations of the office and provides specific guidance on new or unusual assignments. The incumbent works independently to complete assignments, using established guidelines, methods, and procedures. Solves relatively routine problems and refers more complex problems to the supervisor or higher graded specialist. The supervisor reviews all completed work for conformity to policy, standards, and general practices. Only new or unusual assignments are reviewed in detail as to methods used.

**Factor 3: Guidelines 3-2 (125 points)**

Extensive guidelines such as OPM standards, handbooks, and guides, DOI policy, and precedents exist to cover most of the work of the position. Guidelines are not always directly applicable, and the specialist must exercise judgment to determine which guidelines to apply to specific assignments. Issues without clear precedent are referred to the supervisor for guidance.

**Factor 4: Complexity 4-3 (150 points)**

The work requires application of established analytical techniques to various technical issues and questions related to HR management processes and practices. The specialist determines the most effective approach and resolves a range of discrepancies, inconsistencies and problems using analytical techniques and/or applying precedents to develop well-supported conclusions. A variety of factual issues and conditions complicate work. Work involves assessing relevant facts and examining relevant documentation and resolving a moderate range of problems or situations requiring the use of established techniques and methods.

**Factor 5: Scope and Effect 5-2 (75 points)**



Work of the position encompasses a full range of HR methods and techniques applied to moderately complex positions and organizations. The work affects the overall quality, timeliness, and accuracy of work produced by employees in the immediate work unit.

**Factors 6: Personal Contacts 6-2 (25 points)**

Contacts at this level are typically within the immediate office, serviced organizations, and representatives of commercial firms and/or members of the general public. These contacts typically take place in moderately structured settings such as answering routine inquiries regarding application status, benefits availability, employee rights and responsibilities.

**Factor 7: Purpose of Contacts 7-B (50 points)**

Contacts are for the purpose of planning and coordinating work and resolving issues or operational problems. At this level contacts are typically working toward mutual goals. The specialist will seek help from the supervisor or senior employee in addressing more contentious issues.

**Factor 8: Physical Demands 8-1 (5 points)**

Work performed is sedentary in nature. Work may require visiting offices and other work settings to conduct HR work. Occasional travel may be required. The work does not require any special physical effort.

**Factor 9: Work Environment 9-1 (5 points)**

Offices and meeting spaces are adequately lighted, heated, and ventilated. The employee experiences everyday risks or discomforts requiring normal safety precautions.

**Total Points = 1510**

**GS-07 grade range (1355-1600)**