

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 Financial Disclosure Employment and 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# DC00900**

Classification: Human Resources Specialist, GS-0201-12

INTRODUCTION

This position is located in a Servicing Human Resources Office which provides Human Resources (HR) advisory and program services to a bureau or bureau equivalent office such as the Office of the Solicitor or the Office of the Inspector General (bureau). This position serves as a senior level HR Specialist performing a full range of tasks and/or providing technical guidance to other human resource professionals in any one, or a combination of the following functions: classification and position management, recruitment and placement, HR information systems, performance management, human resources development, 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.

MAJOR DUTIES (indicate percentages of time equal to 100)

Classification and Position Management _____%

Serves as a technical advisor to serviced organizations providing comprehensive classification and position management products including assistance with organizational charts, workforce planning projections, organizational realignments and redesigns. Evaluates position management in assigned organizations within delegated authority and assists managers, supervisors and operating officials on ways to improve structure, work distribution, and the use of employee skills. Performs a variety of analytical work to determine appropriate pay system, occupational grouping, title and grade of positions. Provides classification advisory services on all manner of positions in the supported organization(s), analyzes and classifies positions descriptions, including writing evaluation statements.

Makes related position classification determinations such as exemptions from the Fair Labor Standards Act (FLSA), requirements for filing of financial disclosure documents, bargaining unit status, and supervisory status and captures that information for record keeping purposes on the official position description (PD) cover page. Reviews requests for exceptions to provisions of DOI

and bureau classification and position management policies and may make recommendations to deciding officials.

May conduct special projects and studies encompassing several organizations or an entire bureau or office to assess the effectiveness of and provide recommendations to improve the classification and/or position management programs and processes. Conducts periodic reviews of position descriptions, organizational charts, and other documentation to ensure documentation is up-to-date and accurate. Explains the Office of Personnel Management (OPM) standards, classification decisions, potential impact of position management and classification of other positions when delegating/redelegating duties within an organization. Explains the complaint and appeal procedures to employees, supervisors, and operating officials or managers. Trains supervisors and management officials on position management and writing position descriptions. Conducts position reviews and desk audits of position that have implications beyond the immediate organization, including bureau standard position descriptions. 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. Writes detailed reports of findings and conducts consistency review based on results, as appropriate.

Recruitment and Placement _____%

Develops recruitment strategies to address specific resource or program needs. Trains managers and HR staff on availability and use of a full range of recruitment flexibilities such as veteran's authorities, direct hire, and agency or bureau specific authorities. Conducts or assists managers in conducting job analysis on a wide variety of complex positions by analyzing the knowledge, skills and abilities (KSAs) required to perform stated work requirements. Advises management and junior HR staff on capabilities and use of automated systems, recommending innovative methods and strategies to address staffing problems related to job turnover, workforce planning, etc. Analyzes, interprets, and evaluates basic HR policies, procedures, regulations, and a wide variety of pertinent subject-matter related to recruitment and placement.

Verifies applicant eligibility, qualifications, and ratings for complex technical, professional and scientific positions. Guides managers in developing job analysis and selecting appropriate criteria for evaluating job candidates in complex positions; explains qualifications determinations to supervisors, managers, and job applicants; informs applicants of hiring decisions; performs reconsideration of ratings analysis; and coordinates release dates or other required staffing actions. Performs the full range of recruitment tasks authorized under OPM Delegated Examining (DE) Certification. Advises selecting officials of procedures and requirements governing Certificates of Eligibles, category rating, and rules covering applicants with veterans' preference. Reviews recruitments involving Administrative Careers with America (ACWA) covered positions to ensure compliance with all facets of the recruiting process. Prepares

packages for forwarding to DOI for requests to OPM for mandated approval of such actions as passover of veterans or employment of former political appointees.

Audits certificates of eligibles completed for compliance with all regulations, policy and local procedures. Counsels, advises and furnishes assistance in human resource administration as it relates to staffing and placement functions. Trains new employees, answers questions, instructs others in new job techniques and changes in guidelines, reference procedures, policies. Resolves complex cases referred by others for authoritative technical assistance. Responds to requests for reconsideration by employees, employee groups or management. Reviews requests for exceptions to provisions of DOI and bureau recruitment and placement policies and makes recommendations to deciding officials.

Information Systems (HRIS) _____%

Studies, designs, and develops automated data processing and networking systems which provide decision making information support related to HR management programs. Serves as a technical subject matter expert, performing extensive troubleshooting of existing databases and other HRIS systems. Applies high-level data systems skills and practical HR management expertise. Plans, organizes, manages, and performs duties necessary to accomplish information systems management functions in support of essential HR functions. Applies project management principles and processes to projects and effectively coordinates and integrates project objectives and recommendations.

Analyzes, interprets, and evaluates HR policies, procedures, regulations, and a wide variety of pertinent subject-matter data to assess data requirements for current and proposed HRIS. Assesses the need for modification, new or changed functional procedures, or sequence of processing necessary or desirable to improve programs. Provides authoritative policy and technical advice or consultation and assistance on all Payroll and Personnel Systems to organizations at all levels of the bureau on the full range of products and services for both internal systems and shared service systems hosted by other bureaus (e.g., those hosted by the Interior Business Center). Acts as a consultant to management and HR staff regarding systems availabilities and functionalities. Assists in solving workforce issues through implementation of process, procedure, and organizational changes.

Manages the system security management program including performance of access control management, accountability verification and validation of resources, system backup and recovery, virus detection and elimination for the bureau. Serves as the focal point for monitoring and controlling HRIS access for the bureau. Performs user account management services by identifying users to be added/deleted/modified, group assignments and system privileges to ensure confidentiality. Troubleshoots system problems, including operation failures, provides emergency assistance, and administers system interpretation and guidance. Identifies and reports significant system problems to appropriate vendor, process owner, or other personnel.

Applies project management principles and processes to projects designed to improve system interoperability, function and/or correct design flaws and effectively coordinates and integrates project objectives and recommendations into systems used across the bureau.

Provides advice to HR staff and bureau officials to ensure timely implementation of new subsystems and/or enhancements to new or existing systems. Prepares and coordinates operating instructions and information relative to the operation of the HR information system. Provides technical assistance on the HR automated information systems' procedures and applications. Analyzes and resolves problems encountered or referred by others within assigned program areas, resolving operating issues and processing bottlenecks and implementing changes that improve user experience with systems.

Performance Management _____%

Develops and manages performance tools, processes, and programs; designs and evaluates performance appraisal tracking systems; and works with supervisors to develop performance improvement plans, coaching agendas, training materials, and progress tracking methods. Serves as a performance consultant by using state of the art process models to identify, evaluate, and recommend solutions to improve job performance and which support business goals and mission priorities. Guides supervisors to translate bureau/organizational strategic goals to individual goals and align efforts and outcomes; assesses and develops appropriate key performance indicators and performance goals for a broad range of positions and organizations; and communicates what success looks like for each part of assigned organizations.

Develops curricula and conducts periodic training for managers and supervisors in performance management, writing performance plans, implementing mandatory requirements for performance plans, mid-year reviews, and final reviews, and measuring and improving performance. Develops and conducts studies to determine effectiveness of performance management system in rewarding high performing employees. Reviews performance standards and performance appraisal documents for compliance with OPM and DOI policy and with organizational practices and requirements. Provides written reports of findings to HR leadership and supported organization leadership. Determine feedback systems for performance planning and monitoring. Responds to data calls from DOI and OPM.

Human Resources Development _____%

Establishes strategic partnerships with management to analyze skill gaps, conduct organizational assessments, and convene focus groups. Assesses training projects and programs to determine return on investment. Provides advisory services to all levels of staff concerning program policies, regulatory, requirements, mandatory and optional training, and procedures. Prepares and conducts analysis of surveys and organizational assessment tools. Identifies and addresses employee and organizational development/performance improvement needs for supported organizations. Advises on the design and execution of employee and supervisor focus groups that

convene as a result of enterprise organizational initiatives/surveys, the OPM Federal Employee Viewpoint Survey (FEVS), etc. Facilitates project teams in the analysis of survey findings, development of recommendations to HR senior management, and in executing initiatives resulting from focus groups. Analyzes and evaluates training programs and instructor performance making recommendations to program managers to increase program quality and overall effectiveness.

Conducts assessments, identifies training needs, formulates training plans based on identification of skill gaps, and forecasts requirements for budgeting/funding purposes. Determines appropriate method(s) for delivering training to include instructor-led classes, web-based training, and/or a blended approach. Evaluates the effectiveness of training and resources to identify, recommend, and implement changes as needed. Exercises responsibility for all facets of training administration to include dissemination and/or marketing of training; using 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 and oversees the organization's procurement contracting process/acts as contracting officer's representative (COR).

Applies tools to evaluate training programs and analyze the feedback to improve training courses and delivery. Studies and applies evolving trends, developments, and applications in the employee development and adult learning field, including e-learning, to ensure that the supported organizations offer the latest in adult learning methods. Develops guidelines, instructional methods, course materials, training aids, and improved applications of educational technology for use by instructors, managers/supervisors, and employees. Serves as primary point of contact for training requests for supported organizations. Provides guidance and mentoring to non-HR subject matter experts in developing and delivering in person and web-based training.

Employee Relations _____%

Serves as an Employee Relations (ER) Specialist on ER programs including policy guidance and advice to senior leadership, program managers, other management officials and supervisors. Provides assistance, interpretation, information, and guidance on employee relations problems and issues which affect organizational goal performance, individual performance, performance appraisal systems, and employee relations training programs. Serves as a technical advisor for disciplinary and adverse action procedures.

Studies and analyzes employee relations program laws and regulations in the areas of grievance or appeal procedures, voluntary actions, and performance management as they impact the bureau. Identifies problems in the employee relations program to develop recommended solutions. Serves as technical expert to employees, supervisors, and HR personnel regarding employee grievances related to pay and leave issues and entitlements.

Gathers and evaluates case facts, develops recommendations for and assures the implementation of appropriate corrective action. Investigates and/or coordinates with outside investigation vendors allegations of misconduct, harassment, etc., by bureau employees. Prepares official correspondence addressed to appropriate authority in connection with complaints of misconduct against personnel.

Provides advice and assistance to supervisors, employees and HR in a wide variety of employee relations matters such as performance issues, conduct actions (disciplinary and adverse actions), grievances, appeals, reasonable accommodation requests, etc. Provides advice and assistance to supervisors in establishing and maintaining employer/employee relationships that contribute to satisfactory productivity, motivation, morale, and discipline. Explores probable causes, contributing factors, and possible courses of action to resolve problems and better relationships. Trains supervisors and management officials on ER problems, performance and conduct issues, merit systems principles, and investigative techniques. Assists managers on complex and controversial cases with multiple issues and requiring avenues of redress, with limited or conflicting factual information, requiring judgement in interpreting ambiguous case law.

Provides counseling to employees on complaints or inquiries not referred by employee to supervisor; refers employee to appropriate organization or obtains information for the employee. Provides management-employee relations advisory services on matters involving complaints of harassment and related workplace topics as defined by the Department of the Interior. Gathers background information through informal fact-finding and formal investigations. Advises management officials on the investigative process, assists in the development of questions, ensures a thorough fact-finding report is completed within the established timelines and is tracked for reporting requirements. May participate or conduct the investigation.

Prepares correspondence to the Office of the Inspector General through the Bureau's Headquarters Office, field personnel offices and Divisions in connection with complaints of misconduct against personnel. Gathers and evaluates case facts, develops recommendations for and assures the implementation of appropriate corrective action.

Labor Relations _____%

Responsible for implementing labor relations programs, providing policy guidance and advice to leadership, program managers, other management officials and supervisors. Responsible for labor contract negotiations and administration that include multiple contracts and multiple bargaining units. Consults with management to draft/develop policies on and positions for negotiation to include researching potential union proposals.

Serves as participating member, or advisor to the management negotiating team(s) providing advice on developing management proposals, negotiating strategies, and when union's proposals may be nonnegotiable under federal law and regulations. Applies a wide range of HR case law, principles, practices and regulations to perform detailed analyses and draw conclusions on

complex legal issues, problems, and situations. Uses legal research methods, information gathering techniques, and analytical skill to locate, interpret, and analyze for applicability and appropriateness, precedent and substantive decisions, and/or legal opinions that various courts and administrative bodies have rendered.

Represents management and provides counsel and advice for labor disputes including negotiated grievances, unfair labor practices (ULP's) and arbitrations. Uses interest-based problem-solving techniques to attempt to resolve conflicts and issues at the lowest possible levels. Researches case law and assist supervisors in preparing written responses and decisions related to these actions.

Serves as management representative in bargaining with exclusive representatives in the negotiation of collective bargaining agreements and provides consultation service relative to such agreements, including development of strategy, tactics, either as chief negotiator, or member of the negotiating team. This includes negotiation of compensation, working conditions, and other conditions of employment as provided under section 9(b), Public Law 92-392 and section 704, Public Law 94-454.

Advises management on the day-to-day administration of collective bargaining agreement(s). Interprets the intent of the contractual language and attempts to resolve problems that arise over application of contract provisions. Assists managers and supervisors in informally resolving disputes with union officials concerning the interpretation and/or application of the agreement. Meets with union representatives during the life of the contract to negotiate impact of new programs and policies, reductions-in-force, etc. Trains supervisors in the provisions of negotiated agreements and other aspects of labor management relations.

Compensation _____%

Performs a full range of compensation duties for supported organization(s) compensation programs. Interprets regulations, policies, and directives, and uses good judgment to provide accurate pay setting guidance. Implements and provides policy guidance on pay management issues including overtime pay provisions, supervisory differential, grade and pay retention, FLSA, extra-duty compensation, hazard pay determinations/programs, and compensation for employees not covered by either the General Schedule (GS), and Wage Grade (WG) pay plans. Develops and provides guidance to supported organizations as required. Recurring assignments include grade retention and/or pay retention determinations for affected GS and WG employees; advising on payment of supervisory differentials and conduct of pay step audits.

Researches and prepares determination regarding payment/waiving of interest in accordance with law, regulations and policies. Provides definitive pay setting and pay administration guidance to serviced organizations and servicing HR offices. Assists in developing and updating policy, guidance, regulations, and procedures on a wide range of and compensation issues and flexibilities. Keeps abreast of legislative changes and their impact to bureau. Implements changes

as required. 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. Analyze regulations to develop operating procedures or processes for an organization's alternative work schedule; leave bank and leave sharing; and/or recruitment, relocation, and retention incentive programs.

Conducts wage surveys to determine prevailing rate for special and administrative wage schedules and other positions not covered by Federal Wage System or General Schedule pay tables. Advisor on matters related to compensation of employees including overtime, premium pay, hours of work, and tour of duty.

Performs other similar duties as assigned

FACTOR LEVEL EVALUATION

FACTOR 1: Knowledge Required by the Position 1-7 (1250 points)

Advanced knowledge of HR laws, regulations, principles, policies, and concepts related to the assigned functional area sufficient to plan and coordinate activities, provide HR management advisory services, and serve as a strategic and technical resource to management and HR Specialists on difficult or controversial issues.

Skill in communicating effectively with all levels and types of organizations and audiences.

Ability to communicate with managers and leadership regarding HR subject matter. Skill in making clear and convincing oral presentations to individuals or groups, listening effectively and clarifying information as needed; facilitates an open exchange of ideas and fosters an atmosphere of open communications.

Skill in writing clear, concise, explanations of policy, regulations, decision documents and etc. for various audiences including, at times, the general public.

Skill in conducting research and determining appropriate application of laws, regulations, policy, or other directives and interpretative instructions for use in assigned HR action and in making decisions and recommendations.

Skill in analyzing 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 2-4 (450 points)

The supervisor makes assignments by outlining or discussing overall objectives. The Specialist independently plans and carries out functional responsibilities in the assigned area in accordance with available guidance, including interpreting regulations and directives to apply to complex situations. Controversial issues requiring policy direction are discussed with the supervisor. Completed work is periodically reviewed to assure consistency with program objectives and policy, but rarely requires substantive technical review. The supervisor is kept informed of the status of work through periodic communication.

FACTOR 3: Guidelines 3-4 (450 points)

Guidelines consist of statutes, rules, regulations, policies and procedures governing federal HR activities. Guidelines are normally of a general nature and require substantive analysis and interpretation to determine an appropriate course of action for individual situations. Modification of existing guidelines or development of new criteria will be necessary. Considerable judgment is required to interpret, apply, and adapt guidelines in order to develop options, recommend cross-functional solutions to complex problems and issues, and formulate standard operating procedures and guidelines for the conduct and administration of assigned programs.

FACTOR 4: Complexity 4-4 (225 points)

The Specialist addresses issues that significantly affect long range HR issues, resolves unrelated problems, and analyzes disputed interrelated HR information. Work assignments involve complex servicing issues, requiring in-depth analysis of facts and circumstances specific to each case or project. The Specialist must be able to integrate and adapt complex, technical personnel policies, regulations, and procedures to the individual situation. The Specialist must often explain or defend decisions and recommendations based on technical nuances that are susceptible to various interpretations. The work consists of resolving different and unrelated problems that affect mission-oriented programs.

FACTOR 5: Scope and Effect 5-4 (225 points)

Work involves treating a variety of complex HR problems, questions, and issues that often require troubleshooting a wide range of situations. The Specialist is responsible for the full range of complexities and unusual conditions encountered in providing services to supported organizations/bureau. The proper assessment, analysis, and resolution of problems enhance the effectiveness and efficiency of assigned HR programs and the ability of supported organizations to meet policy and regulatory obligations for serviced activities. Results of the work contribute to

the overall effectiveness of program offices throughout the serviced organization/bureau and serves as a basis to commit to specific courses of action.

FACTOR 6: Personal Contacts 6-3 (60 points)

Contacts are with officials at various levels within the serviced organizations, with HR counterparts in other offices and bureaus, with employees and/or job applicants within and outside the federal government, with representatives of other government agencies, and with other bureau officials.

FACTOR 7: Purpose of Contacts 7-3 (120 points)

Contacts are used to negotiate and broker mutually acceptable solutions to competing priorities, work requests, or other personnel issues generated by geographically dispersed clients and employee representatives. Contacts are also for the purpose of persuading managers, employees, and employee representatives to accept and implement recommendations. The employee must be tactful, diplomatic, and persuasive in gaining the desired effect, as clients may pressure the Specialists to re-prioritize work or resist proposed recommendations and solutions for a variety of reasons.

FACTOR 8: Physical Demands 8-1 (5 points)

Work performed is sedentary in nature. Work may require walking in offices and similar areas for meetings and 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 Specialist experiences everyday risks or discomforts requiring normal safety precautions.

Total Point = 2790

GS-12 grade range (2755-3150)