

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# DC00500
Developmental Position**

Classification: Human Resources Specialist, GS-0201-05

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 some subdivision thereof. This position is a basic trainee. This is a career ladder position. Full performance level is determined by management. Work of the position involves duties designed to acclimate the trainee to the practices, policies, and procedures associated with delivering Federal HR services in a variety of contexts. Work is performed 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.

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 standard position description (PD) is in place for the series, creation of new positions in the series requires approval from a higher level in the Bureau or DOI, or the position is subject to identical additional (I/A) action.

Performs position classification and position management duties on a limited range of positions determined by the supervisor or bureau policy. Prepares evaluation statements for review and signature by supervisor or senior HR specialist. Reviews organizational charts to ensure position management considerations are consistent with descriptions in the PD.

Researches data points captured on the PD cover page in the Guide to Personnel Data Standard and the Guide to Processing Personnel Actions codes the cover page for review. Creates or finalizes supporting documentation for classification actions.

Recruitment and Placement _____%

Works 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).

Determines eligibility of applicants to a range of commonly recruited or standard positions. Reviews and analyzes applications and makes basic qualifications determinations for a 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. Researches and resolves routine problems and issues with minimal guidance.

Information Systems (HRIS) _____%

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

Researches issues with and provides assistance with payroll, personnel, onboarding, hiring management and personnel record keeping systems. Supports products and services for both internal (USGS) and external (DOI, OPM, etc.) systems. Tracks assistance requests and analyzes systemic issues for referral to the appropriate staff for resolution.

Performs user account management services by identifying users to be added/deleted/modified, group assignments and system privileges to ensure confidentiality. Applies automation means to accomplish presentations and data retrieval relating to personnel or payroll projects.

Provide technical assistance on the HR automated information systems' procedures and applications. Reports system problems to appropriate personnel with suggestions on resolution.

Performance Management _____%:

Assists managers and supervisors in drafting performance improvement plans, coaching agendas, training materials, and progress tracking methods for a range of common positions.

Works with supervisor or higher -level specialist to assist managers/supervisors to translate bureau/organizational goals to individual goals and align efforts and outcomes; works with managers/supervisors to assess and develop 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. Provides written reports of findings to HR and supported organization leadership.

Human Resources Development _____%

Analyzes subject matter and assists subject matter experts in identifying appropriate vehicle for delivery of training. Provides guidance to non-HR subject matter experts in delivering in person and web-based training. Using established methods and practices, evaluates training courses and

instructor performance, making recommendations to increase program quality and overall effectiveness.

Assists with training administration to include 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. Reviews summaries from in person, online and blended courses and make suggestions for improvements.

Serves as a point of contact for training requests for supported organizations.

Benefits _____%

Provides information to employees on a broad range of benefits programs. Directs employees to appropriate websites or printed material for information on eligibility and enrollment in a full range of Federal benefits, including health care, dental and vision care, long-term care, life insurance, Thrift Savings Plan (TSP) and etc. Researches and interprets eligibility requirements for the full range of USGS, DOI, and OPM benefits and flexibilities to provide advice to employees on available options for such programs as Leave Share, Family and Medical Leave Act (FMLA), etc.

Advises employees and supervisors of procedures to follow when an injury occurs. Gathers and analyzes basic facts regarding injuries to determine course of action regarding compensation and counsels the employee regarding next steps.

Employee Relations _____%

Researches a range of case law, principles, practices, and regulations to perform analyses and make recommendations on problems that have clear precedents.

Advises managers and supervisors of procedures regarding disciplinary and adverse actions. Advises managers and supervisors on appropriate 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.

Uses standard operating practices and HR work procedures for delivering effective HR advice and guidance.

Labor Relations _____%

Serves as participating member on labor negotiation teams assisting management in developing proposals and negotiating strategies.

Applies a range of HR case law, principles, practices and regulations analyze and draw conclusions on routine legal issues, problems, and situations with clear, documented precedents. 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 in straightforward cases.

Advises management on day to day administration of collective bargaining agreements (CBA).

Compensation _____%

Performs a range of compensation duties for the supported organization(s). Researches law, regulation, and policy and uses good judgment to provide accurate pay setting guidance.

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

Researches timekeeping guidance and provides assistance to HR assistants and administrative personnel in determining correct coding of hours worked based on system and OPM guidance.

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 facts of given scenarios and interprets how to apply provisions of the OPM regulations and/or CBA.

Performs other duties as assigned.

FACTOR EVALUATION SUMMARY

Factor 1: Knowledge Required by the Position 1-5 (750 points)

Ability to carry out basic studies and analyses to perform developmental assignments in one or more areas of HR management.

Knowledge of basic principles and practices of the HR specialization(s) sufficient to:

- perform highly structured, entry-level work designed to develop broader and more in-depth knowledge and skill to perform higher-level assignments
- communicate factual and procedural information clearly, orally and in writing; and
- gather and analyze basic facts and draw conclusions.

Communications and research skills to find and communicate factual and procedural information clearly orally and in writing.

Factor 2: Supervisory Controls 2-1 (25 points)

Work is performed under direct and continuing supervision. The trainee carries out recurring assignments independently. Completed work is reviewed in detail.

Factor 3: Guidelines 3-1 (25 points)

Guidelines consist of established precedents, standards, laws, regulations, policy and formal procedures. The specialist receives specific from the supervisor or a senior Specialist. Adherence to guidelines requires no interpretation or adaptation.

Factor 4: Complexity 4-2 (25 points)

Assignments at this level are well defined segments of larger projects or non-complex discrete projects. For each step of the project, the specialist chooses from among several straightforward courses of action.

Factor 5: Scope Effect 5-1 (25 points)

The purpose of the work is to facilitate work of the immediate office and to provide the trainee with experience to develop skills and abilities to perform more complex work.

Factors 6/7: Personal Contacts and Purpose of Contacts 6-2/7-A (45 points)

Contacts are generally within the immediate office. The trainee may have contact with the general public and/or employees bureau wide for the purpose of providing information and to explain established procedures, policies, and requirements.

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

Work is primarily sedentary and presents to specials physical demands.

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

Work is typically performed in an office environment with adequate light, heat, and ventilation.

Total Points = 905

GS-05 grade range (855-1100)