

**Human Resources Specialist
GS-201-13**

Major Duties

Serves as an expert and seasoned staff resource person in HR staffing. Responds to and resolves the most difficult HR staffing questions and issues, researching related legal and regulatory requirements to properly advise senior management on most effective and appropriate hiring methods. Exercises technical leadership by providing recommendations and assisting in the development of HR Operational policies and procedures on recruitment and placement issues of a precedent-setting nature.

Exercises discretionary power of appointment, serving as appointing officer for assigned organizational components, and signs and dates Standard Form 52's and Standard Form 50's as approving official. Approves and ensures final accuracy of all personnel actions.

Advises management officials on recruitment sources and develops strategies to ensure maximum results to staffing requirements. Coordinates with appropriate employment centers, and Federal job information centers such as the Office of Personnel Management's (OPM) USAJobs, to ensure appropriate advertisement. Makes use of special employment programs for students, veterans, the disabled, underutilized employees, minorities, and disadvantaged candidates.

Utilizes word processing, spreadsheets, and database software to compile HR data and prepare written reports, and memoranda.

Researches the qualifications and skills needed and conducts job analyses with subject-matter experts to distinguish highly qualified applicants from the minimally qualified. Applies OPM qualification standards and ranking factors to analyze applications and make qualifications determinations.

Extends job offers, advises management of and negotiates any recruitment incentives (i.e., recruitment/relocation bonuses, advanced-in-hires), calculates and sets pay, coordinates security/background investigation, and coordinates with the Employee Worklife Center of the impending entrance on duty.

Maintains extensive knowledge of Delegated Examining Unit (DEU) procedures and regulations and maintains a current DEU certification from OPM. Adjudicates and applies veteran's preference on all DEU announcements. Counsels selecting officials regarding merit promotion and DEU requirements, placement, and veteran's preference procedures.

Provides ongoing advice and consult to managers and supervisors regarding changes in OPM or Departmental staffing policies which may affect current or future staffing programs and procedures or management's options regarding same.

As necessary, conducts Reduction-In-Force (RIF), including advanced management planning, proper construction of retention registers, preparation of employee notices, employee and supervisor consultation, and timely placement action, so as to meet the requirements of management and minimize adverse impact on employees. Assures compliance with all aspects of the Departments Career

Transition Employment Program (CTAP) and other programs for displaced employees such as the Inter-Agency Career Transition Program (ICTAP).

Exercises discretionary authority to classify and certify General Schedule (GS-1 through GS-15) for designated organizations. Reviews and analyzes organizational structure and advises management on how structure affects classification of current or proposed positions. Prepares position evaluation reports used to document and justify classification decisions and develop advisory opinions and decision papers on controversial classification issues.

As required, provides explanation or testimony, either in writing or in person, on classification appeals, MSPB hearings, EEO hearings, IG investigations, etc. to defend and justify appropriate HR operational decisions/actions by the Department.

Upon written request/justification from management or as part of organizational position review process conducts desk audits in order to make classification decisions, advise management officials, and/or recommend the restructuring of positions. Based on audit findings provides written report outlining position information and making unbiased recommendation on final title, series, and grade level.

Evaluates position management in assigned organizations and provides assistance to supervisors and management officials on ways to improve organizational structure, work distribution, the use of employee skills, and workforce and succession planning. Advises management on organizational alignment and other aspects which relate to position management.

Provides guidance and direction to developmental HR specialists, HR Assistants, and contractor staff, providing instruction on specific tasks and techniques, assigning work and explaining processes. Reviews work in progress, and completed work for compliance with instructions, application practices, and all applicable laws, rules and regulations.

As required, leads or serves on special HR teams/projects, provides input and recommendations on standard operating procedures, and gives or participates in presentations on HR information to program offices, Department managers, or other HR staff.

Other duties may be assigned as required.

FES FACTORS

1. Knowledge Required By the Position

Mastery of HR staffing and classification concepts, laws, policies, principles, and procedures to appropriately advise management on all aspects of the hiring process, recruitment and placement procedures, position management and classification, pay-setting and recruitment strategies for positions under GS, Excepted Service and the SES.

Expert knowledge of HR operations policies and practices to administer and advise on recruitment processes in advertising vacancy announcements, position classification, appointment procedures, setting pay, recruitment/retention flexibilities, and DEU and merit promotion procedures.

Broad knowledge of qualitative and quantitative methods to analyze, evaluate and interpret a variety of Federal HR laws, policies, and regulations to identify HR related problems and develop solutions, make recommendations, and modify and adapt processes in providing operational support to assigned program areas.

Knowledge of automated systems and HR specific programs to administer processes and prepare written work products.

2. Supervisory Controls

The Team Leader provides broad, administrative and policy direction on work to be completed and incumbent independently determines appropriate methods of completing assignments and interprets policies. Works with management of assigned program areas to determine priorities and preferences in processes. The incumbent is regarded as a technical expert and final work is reviewed for only impact on program goals and compliance with applicable laws/regulations. Most completed work is accepted without change.

3. Guidelines

Guidelines include OPM standards, Executive and Departmental Orders, and Federal regulations and laws, and internal operating procedures. Most guidelines are subjective and require extensive judgment in interpreting and applying. In many cases incumbent must devise innovative methods of adapting, modifying or deviating from standard methods to address individual situations. Makes recommendations on or proposes new guidelines, policies, procedures.

4. Complexity

Provides a wide array of advisory services to management on position management, classification, staffing and recruitment actions. Work requires the incumbent to research, apply and/or adapt constantly changing regulations, laws, and policies to meet highly sensitive employee, pay, classification, and staffing related situations. Specialist encounters many precedent setting situations where existing policies/procedures don't apply or conflict with management's desired direction and must be modified or adapted to address unique situations. In addition to regulatory consistency, Classification and merit promotion actions must be reviewed in concert with applicable Collective Bargaining Agreement regulations. Incumbent must be versed in the definitions of bargaining unit codes and duties in order to determine which positions fall within or outside the bargaining unit. Specialist must stay abreast of regulatory information to advise management on developing appropriate recruitment strategies, merit promotion procedures, delegated examining procedures, and other employee related personnel actions. A high degree of diplomacy and tact is required in the classification, recruitment, and approval of senior level management positions. A broad degree of independent judgment is used in making classification and staffing decisions and in providing insight and making sound recommendations to managers.

5. Scope and Effect

Incumbent applies guidelines and regulations to a variety of HR situations, adapting where necessary, to provide sound technical advice and recommendations to managers of organizations serviced. Some actions are highly sensitive and require the incumbent to use judgment in dealing with senior management. Completed personnel actions and other work products affect the overall working relationships with our customers. The timely and accurate completion of personnel actions affects the

agency's bottom line on meeting OPM's 45 and 90 day hiring models for General Schedule and SES hiring.

6. Personal Contacts

Personal contacts are with employees and managers at all levels within the agency, specifically in the organizations serviced by the incumbent, but may also be from other parts of the agency on an ad hoc basis. Other contacts include employees of other Federal agencies, contractors, consultants and the general public.

7. Purpose of Contacts

The purpose of contacts is to persuade managers of organizations serviced to accept recommendations and implement changes based on the expertise of the incumbent. Many situations will require incumbent to sway manager from desired methods to accept alternatives and may require some tactful negotiation to gain acceptance in order to ensure regulatory and statutory compliance.

8. Physical Demands

Work is mostly sedentary and may require some walking, standing and travel.

9. Work Environment

Work is performed in an office environment that is well lit, ventilated and appropriately heated.

Job/Analysis Form

Position Title: Human Resources Specialist	<u>Competency Category (KSA/Job Criteria)</u> Basic Qualifications (Knowledge) Functional (Skills/Abilities) Interpersonal (Abilities)		<u>Importance</u> 2 = Very Important 1 = Important 0 = Not Important		
Series, Grade: GS-201-13	<u>Question Type</u>				
Subject Matter Expert:	MC – Multiple Choice		MAMC – Multiple Answer Multiple Choice		
Human Resources Specialist:	LA – Long Answer		SA – Short Answer		
	YN – Yes No		AA – Applicant Assessment		
Major Duties - PD	Competency Category (KSA/Job Criteria)	Question Type	QuickHire Questions and Responses (New or Existing)	Importance Weight (0, 1, 2)	Points for Task
Serves as a consultant to management on recruitment strategies, hiring flexibilities, position management, and Federal staffing and classification laws and regulations.	1. Ability to meet and advise managers on issues related to HR.	Y/N	Do you have one year of specialized experience equivalent to at least the GS-12 level providing advice and policy interpretation to managers and employees on Federal human resources recruitment, staffing, position management and position classification matters?	3	0 Screen Out
Performs the full range of Federal staffing functions under both merit promotion and delegated examining procedures.	2. Knowledge of Federal laws, regulations and policies concerning recruitment, staffing, pay and incentives.	MAMC	Which of the following staffing activities do you independently perform on a regular and recurring basis?	3	
Performs the full range of Federal position management and classification functions, including preparing position evaluation reports, conducting desk audits, recommending restructuring of positions and classifying positions.	3. Knowledge of position management and classification principles, policies and practices to classify positions and prepare evaluation statements.	MAMC	Which of the following classification activities do you independently perform on a regular and recurring basis?	3	

<p>Responds to and resolves the most difficult HR staffing, position management, and classification questions and issues.</p>	<p>4. Ability to interpret and apply policies, procedures and regulatory material.</p>	<p>MAMC</p>	<p>From the following list, select the laws, regulations and guidance that you research, interpret and apply on a daily basis.</p>	<p>3</p>	
<p>Utilizes automated systems and database software, administer HR processes, compile HR data and prepare written work products.</p>	<p>5. Knowledge of automated HR systems to prepare vacancy announcements, update tracking systems and process personnel.</p>	<p>Y/N</p>	<p>Do you have experience using automated systems and database software to carry out your day to day HR staffing and classification responsibilities?</p>	<p>3</p>	