

| POSITION DESCRIPTION | | | | | | |
|---|--|---|---|--|---|-------------------|
| 1. Position Number | | | 2. Explanation (show any positions replaced) | | | |
| 3. Reason for Submission <input type="checkbox"/> New <input type="checkbox"/> Redescription <input type="checkbox"/> Reestablishment <input type="checkbox"/> Standardized PD <input type="checkbox"/> Other | | | | | | |
| 4. Service <input type="checkbox"/> HQ <input type="checkbox"/> Field | 5. Subject to Identical Addition (IA) Action <input type="checkbox"/> Yes (multiple use) <input type="checkbox"/> No (single incumbent) | | | | | |
| 6. Position Specifications Subject to Random Drug Testing <input type="checkbox"/> Yes <input type="checkbox"/> No Subject to Medical Standards/Surveillance <input type="checkbox"/> Yes <input type="checkbox"/> No Telework Suitable <input type="checkbox"/> Yes <input type="checkbox"/> No Fire Position <input type="checkbox"/> Yes <input type="checkbox"/> No Law Enforcement Position <input type="checkbox"/> Yes <input type="checkbox"/> No | | | 7. Financial Statement Required <input type="checkbox"/> Executive Personnel-OGE-278 <input type="checkbox"/> Employment and Financial Interest-OGE-450 <input type="checkbox"/> None required | | 10. Position Sensitivity and Risk Designation <u>Non-Sensitive</u> <input type="checkbox"/> Non-Sensitive: Low-Risk <u>Public Trust</u> <input type="checkbox"/> Non-Sensitive: Moderate-Risk <input type="checkbox"/> Non-Sensitive: High-Risk <u>National Security</u> <input type="checkbox"/> Noncritical-Sensitive: Moderate-Risk <input type="checkbox"/> Noncritical-Sensitive: High-Risk <input type="checkbox"/> Critical-Sensitive: High-Risk <input type="checkbox"/> Special Sensitive: High-Risk | |
| | | 8. Miscellaneous Functional Code: -- BUS: -- | 9. Full Performance Level Pay Plan: Grade: | | | |
| 11. Position is <input type="checkbox"/> 2-Supervisory <input type="checkbox"/> 4-Supervisor (CSRA) <input type="checkbox"/> 5-Management Official <input type="checkbox"/> 6-Leader: Type I <input type="checkbox"/> 7-Leader: Type II <input type="checkbox"/> 8-Non-Supervisory | | 12. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> SES <input type="checkbox"/> Excepted (specify in remarks) <input type="checkbox"/> SL/ST | | | 15. Fair Labor Standards Act <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt | |
| | 13. Duty Station | 14. Employing Office Location | 16. Cybersecurity Code #1: #2: -- #3: -- | 17. Competitive Area Code: Competitive Level Code: | | |
| 18. Classified/Graded by | Official Title of Position | | Pay Plan | Occupational Code | Grade | Initial Date |
| a. Department, Bureau, or Office | | | | | | |
| b. Second Level Review | | | -- | | -- | |
| 19. Organizational Title of Position (if different from, or in addition to, official title) | | | 20. Name of Employee (if vacant, specify) | | | |
| 21. Department, Agency, or Establishment U.S. Department of the Interior | | | c. Third Subdivision | | | |
| a. Bureau/First Subdivision | | | d. Fourth Subdivision | | | |
| b. Second Subdivision | | | e. Fifth Subdivision | | | |
| 22. 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, but not limited to: FLSA determinations; position sensitivity and requirements; and appointment/payment of public funds. 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 | |
| 23. 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. | | | 24. Position Classification Standards Used in Classifying/Grading Position | | | |
| Typed Name and Title of Official Taking Action | | | | | | |
| Signature | | Date | | | | |
| 25. Position Review | Initials | Date | Initials | Date | | |
| a. Supervisor | | | | 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. | | |
| b. Classifier | | | | | | |
| 26. Remarks | | | | | | |

**DOI Standard PD
PD# DC00700**

Classification: Human Resources Specialist, GS-0201-09

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 may be a career ladder or full performance position depending on the work of the organization and/or the specialty. 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.

A Standard Position Description (SPD) covers similar positions in multiple locations of an organization. Use of an SPD does not diminish management's responsibilities to adhere to position management principles and Department of the Interior (DOI) policies.

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 _____%

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 in place for the series, creation of new positions in the series requires approval from a higher level in the bureau or DOI, the position is subject to identical additional (I/A) action. Provides guidance and advice on compliance with policy and regulation and the process for exception requests. Reviews exception requests and makes recommendations regarding appropriateness of requests to the supervisor or deciding official following local procedures.

Performs position classification and position management duties of positions covered by delegated authority. This includes consulting with manager/supervisor on needs for the position, assisting with job analysis when needed, writing an evaluation statement, and determining the title, series, and grade of the position.

Conducts 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. Writes 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 with selecting officials/managers to recruit for a full 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 broad range of positions. Analyzes applications and makes basic qualifications determinations for a full range of commonly filled positions. May review highly complex qualifications with assistance of higher graded specialist or supervisor. Makes rating and ranking determinations, applies veterans' preference (as appropriate), and determines order of Certificates of Eligibles, 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. Independently resolves a full range of routine staffing problems and issues.

Information Systems (HRIS) _____%

Analyzed HRIS in terms of ability to meet operational needs. Implements and/or requests systems modifications to meet end user needs. Provides technical support on a full range of HRIS issues. Troubleshoots existing database and systems issues.

Provides technical advice and assistance on payroll, personnel, onboarding, hiring management and personnel record keeping systems. Supports products and services for both internal and external (DOI, OPM, etc.) systems. Researches and analyzes results to develop recommendations to customer reported issues.

Analyzes system capabilities to apply automation means to accomplish presentations, data retrieval and to prepare written guidelines and recommendations relating to personnel or payroll system projects. Maintains system security including performance of access control management, accountability verification and validation of resources, system backup and recovery, virus detection and elimination for serviced organization(s). Monitors and controls 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.

Analyze and resolve problems encountered or referred from others within assigned program areas. Troubleshoots system problems and provides emergency assistance and administers system interpretation and guidance. 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; assists managers and supervisors in drafting performance improvement plans, coaching agendas, training materials, and progress tracking methods.

Assists managers/supervisors to translate bureau/organizational goals to individual goals and align efforts and outcomes; assesses and develops appropriate key performance indicators and performance goals for specific positions; and communicates 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. Determines feedback systems for performance planning and monitoring.

Human Resources Development _____%

Provides advice on basic program policies, regulatory, requirements, and procedures. Works with subject matter experts to develop and refine instructional methods, course materials, training aids, and improved applications of educational technology for use by education specialists, instructors, managers/supervisors, and employees. Serves as a 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. Evaluates training courses and instructor performance making recommendations to increase quality and overall effectiveness.

Identifies and addresses employee and organizational development/performance improvement needs for supported organizations that would be best satisfied by methods other than formal training. Facilitates project teams in the analysis of survey findings, development of recommendations to HR senior management, and in executing initiatives resulting from focus group findings.

Determines appropriate method(s) for delivering training to include instructor-led classes, web-based training, and/or a blended approach. 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 _____%

Analyzes OPM and DOI program guidance to advise management and counsel employees on eligibility for such programs as health and life insurance, leave, Thrift Saving Plan (TSP), physical capability requirements and the Federal Employees Compensation Act (FECA). Researches eligibility requirements on a broad range of benefits and flexibilities available to employees and provides advice and guidance on enrollments and other requirements.

Provides advice to managers, supervisors, and employees concerning the Uniformed Services Employment and Reemployment Rights Act (USERRA). Provides technical guidance and assistance to managers, supervisors, and employees in variety of employee benefits programs, which may include workers' compensation, retirement, health and life benefits, TSP, Long Term Care Program, etc.

Coordinates long-term disability cases requiring adverse personnel actions. Serves as a point of contact for traumatic and occupational injury claims. Ensures that claims are processed within specific timelines and according to regulatory requirements.

Advises employees and supervisors of procedures to follow when an injury occurs. Informs injured employees of their responsibilities under the program by providing proper forms and procedures for filing claims for compensation. Explains options available should they not file for Worker's Compensation. Informs employees on procedures to obtain payment of bills and reimbursement of expenditures due to their injury.

Contacts 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 _____%

Serves as an Employee Relations (ER) Specialist on employee relations activities including guidance and advice to employees, leadership, program managers, other management officials and supervisors. Researches a range of case law, principles, practices, and regulations sufficient to perform analyses and make recommendations on relatively complex problems that have relevant precedents.

Provides assistance, information, and guidance on ER problems and issues which affect 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 laws and regulations in the areas of grievance or appeal procedures, voluntary actions, and performance management as they impact the bureau. Advises managers about 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.

Exercises knowledge and skill in applying HR methods, principles, and evaluative methods to advise on and/or resolve moderately complex problems which are typically preceded in nature. Provide HR management advisory and technical services on substantive organizational functions and work practices; use analytical methods to identify, evaluate, and recommend to management appropriate HR solutions; use standard operating practices or modified HR work procedures for delivering effective HR advisory services; and exercises written and oral communication techniques sufficient to develop and deliver reports and correspondence to managers to foster understanding and acceptance of findings and recommendations.

Labor Relations _____%

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

Applies a range of HR case law, principles, practices and regulations sufficient to perform detailed analyses and draw conclusions on routine legal issues, problems, and situations. Utilizes legal research methods, information gathering techniques, and analytical skill sufficient 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.

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.

Participates 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 discuss impact of new programs and policies, reductions-in-force, etc. Assists the Federal Labor Relations Authority (FLRA) in arranging for and conducting union certification elections. Trains supervisors in the provisions of negotiated agreements and other aspects of labor management relations.

Compensation _____%

Performs a range of compensation duties for the supported organization(s). Interprets regulations, policies, and directives, and uses good judgment to provide accurate pay setting guidance. Recurring assignments include determining grade retention and/or pay retention eligibility for affected General Schedule (GS), and Wage Grade (WG) employees; determining payment of supervisory differentials and conducting pay step audits.

Provides guidance to serviced organizations. Assists in updating guidance and procedures on a range of compensation issues and flexibilities. Assists employees, supervisors, and HR personnel 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. 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.

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 Human Resources 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 2-3 (275 points)

The supervisor assigns work with clear precedents and successive steps in planning and execution. For more complex or unusual assignments, the supervisor provides guidance on the requirements and information on where to find resources. The employee works independently to carry out the steps required to complete the assignment, adhering to guidelines and instructions and exercising judgment to resolve routine problems. Completed work is reviewed to ensure compliance with policy, technical soundness, and adherence to deadlines.

Factor 3: Guidelines 3-3 (275 points)

Guidelines consist of rules, policies and procedures governing federal HR activities. Guidelines may be of a general nature and require analysis and interpretation to determine an appropriate course of action for individual situations. The employee seeks guidance from the supervisor in determining the applicability of available guidelines, and the need for the development of unique guidelines to deal with unusual situations. Modification to existing procedures may be necessary. Judgment is required to interpret, apply, and adapt guidelines in order to recommend cross-functional solutions to complex problems and issues associated with the conduct and administration of assigned programs.

Factor 4: Complexity 4-3 (150 points)

Work consists of resolving different and unrelated problems that affect serviced organization(s). Problems presented are resolved by choosing courses of action from many possible alternatives. Employees coordinate recommendations for the resolution of new and unusual circumstances with the supervisor prior to implementation.

Factor 5: Scope and Effect 5-3 (150 points)

Work involves treating a variety of moderately complex HR problems, questions, and issues in conformance with existing guidelines. The work directly influences decisions made by managers and other employees as well as the overall quality of the HR program.

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

Contacts are with officials at various levels within the serviced organizations, with HR counterparts in other offices, 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-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 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 employee experiences everyday risks or discomforts requiring normal safety precautions.

Total Points = 1920

GS-09 grade range (1855-2100)