

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

1. Agency Position No.

2. Reason for Submission

- Redescription     New  
 Reestablishment     Other

3. Service

- Hdqtrs     Field

4. Employing Office Location

5. Duty Station

6. OPM Certification No.

Explanation *(Show any positions replaced)*

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# DC01000**

**Classification: Human Resources Specialist, GS-0201-13**

**INTRODUCTION**

This position is at the Headquarters functional level of the bureau or equivalent office such as the Office of the Solicitor or Office of the Inspector General (bureau). This position is a senior human resource (HR) professional and bureau subject matter expert providing technical guidance to other HR specialists and/or policy support to all bureau HR and management personnel in any one, or a combination of the following functions: strategic HR management, classification and position management, recruitment and placement, accountability, human resources development, employee relations, labor relations, and compensation. As a senior specialist, represents the bureau on Department of the Interior (DOI) work teams and represents the bureau as the subject matter expert on such teams, to bureau leadership, and the HR functions across the bureau.

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. User Note: Neither Accountability nor Strategic HRM are approved parenthetical titles in the 0201 series.

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

**Strategic Human Resources Management \_\_\_\_\_%**

Establishes metrics to measure bureau HR program accomplishments. Monitors HR performance against established metrics and prepares reports of findings for bureau Chief Human Capital Officer (CHCO) and bureau leadership. Develops effective tools to assist management in workforce and succession planning. Assist leadership and line managers in the development of long-term strategic planning for workforce and succession planning through application of core operations analysis, process re-engineering, trend analysis, position management and strategic recruitment tools.

Designs, develops, implements and assesses complex customer focused programs, policies, and initiatives in various strategic areas of HR. Researches best practices in the Federal government and private sector, and assesses applicability to bureau programs. For approved projects, determines requirements, deliverables, timelines. Works individually or leads a team of specialists to carry out projects, identifying funding and resources, communications plans and

other resources required for successful project completion. When required, coordinates projects with external contacts such as third-party facilitators, contractors and trainers. Reports results of projects to CHCO and/or bureau leadership with recommendations on maintenance or follow up activities as appropriate.

Leads or participates on interdisciplinary teams in the bureau, DOI, and interagency teams to support cultural change, reengineering efforts, strategic planning, organizational restructuring, downsizing, diversity management and workforce effectiveness measures. Serve as primary liaison with the DOI and other bureaus/offices regarding new strategic initiatives. Acts as a senior advisor to the CHCO and bureau leadership on the identification and implementation of strategic initiatives in response to trends, critical issues, potential problems. Formulates alternatives and recommendations. Translates requirements of new legislation, policy and regulations into program goals and bureau policy or practice.

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

Plans and advises on implementation of new procedures, processes, methods or approaches of substantial scope, difficulty and complexity in areas of position management, classification, and organizational redesign. Serves as primary point of contact (POC) and collaborates with management in employing changes in processes and techniques. Assesses organizational readiness, leads and/or collaborates with management on change communication strategy and serve as subject matter expert throughout the change process.

Conducts special projects and studies encompassing the entire bureau to assess the effectiveness of and provide recommendations to improve the classification and/or position management programs and processes. Conducts periodic reviews of organizational design from the highest to the lowest echelons of the bureau to ensure consistent application of classification and position management principles throughout the bureau. Responds to DOI data calls.

Interprets Office of Personnel Management (OPM) policy issuances, standards, and classification decision for potential impact on position management and classification throughout the bureau. Reviews controversial classification and position management proposals and makes recommendations to the CHCO on acceptance or rejection of proposals. Interprets classification policies and associated compensation, staffing, etc. policies determining their effect from a classification perspective and interpreting how to apply to bureau positions. Researches classification policies, manuals, and standards to finalize precedent setting position classification decisions and to conceptualize upcoming classification reviews. Synthesizes intricate classification findings to arrive at legally supportable conclusions concerning position reviews and representing those decisions to entities inside and outside of the bureau.

Serves as a primary POC in managing and/or accomplishing the most complex work assignments in the areas of classification, position management and organization design, which involve extremely difficult or complicated projects and regularly require the identification and resolution

of precedent-setting and/or highly controversial operational problems. Reviews and implements bureau wide interpretations of standards and OPM issuances that impact positions across multiple geographic or functional areas. Serves as classification technical expert ensuring classification accuracy and consistency and resolving issues with bureau or agency implications, such as appeals with broad implications, highly contentious mixed series or mixed grade work. Works with operational HR specialists to review and assist in assessing problematic or potentially controversial situations the resolution of which has implications for all bureau organizations.

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

Develops recruitment strategies to address specific bureau wide needs. Contributes to DOI wide efforts on recruiting strategies for specific occupations. 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 specific authorities. Responds to DOI data calls in areas of responsibility such as time to hire, use of recruitment and retention incentives. Serves as technical expert for the bureau advising HR and senior management in all areas of staffing and recruitment. Performs recruiting and placement functions for highly controversial or highly specialized positions.

Reviews packages for forwarding to DOI for requests to OPM for mandated approval of such actions as pass over of veterans or employment of former political appointees and makes recommendations to the CHCO on acceptance or rejection. Reviews requests for exceptions to provisions of DOI and bureau recruitment and placement policies that have implications beyond the immediate request and makes recommendations to the CHCO on acceptance or rejection. Acts a subject matter expert and primary POC for Congressional and other high-level inquiries relating to the hiring process.

Serves as a senior consultant to HR and bureau leadership in planning bureau wide workforce planning based on market surveys, availability of qualified candidates. Develops partnerships with a broad range of pipelines for future workforce including colleges and universities, technical schools, and industry and professional groups. Educates leadership and management on available flexibilities through OPM and DOI authorities hiring authorities. Creates proactive recruitment and retention strategies to maintain appropriate levels of staffing in mission critical occupations.

Collects data, analyzes, measures performance and make recommendations on improvements to bureau recruitment and placement policies, practices, and procedures. Convenes meetings, in process reviews, and after-action review on studies, analyses, and special projects. Creates and refines process maps, standard operating procedures (SOP), and other interpretive guidance, serves as primary POC for change management related to recruitment and placement activities.

**Accountability \_\_\_\_\_%**

Serves as the primary POC for all HR accountability functions throughout the bureau. Acts as liaison to DOI and OPM accountability functions for the bureau. Leads bureau teams to review various aspects of HR accountability related to such areas as legal compliance, staffing, classification, performance management, awards, and training.

Conducts data integrity audits of significant scope. Trouble shoots areas of non-compliance to identify root causes of errors and proposes solutions. Reviews bureau wide data on a regular basis to identify areas of needed improvement. Conducts careful study of processes and works with operational HR staff to determine how to implement improvements. Develops project and communication plans to implement improvements. Oversees implementation and manages change processes. Follows up with after action review to determine effect of changes, monitors compliance, and reviews processes as needed to maintain improvements.

Leads team of HR specialists in conducting HR accountability reviews. Based on careful study of the office to be reviewed, creates a detailed audit plan outlining area to be reviewed and listing case files for review to provide to the office under review. Assembles documents for review, assigns review cases to team members, conducts review with team's assistance, and assembles report of findings for issuance through the CHCO. Conducts any required follow up on required actions and issues final compliance report to CHCO.

May participate as a representative for HR functions on various internal management reviews where HR is one component on reviews of broad, general scope. Responds to requests from DOI and OPM to serve as team member on reviews of other bureaus/offices.

### **Human Resources Development (HRD) \_\_\_\_\_%**

Designs and executes employee and supervisor focus groups that convene as a result of bureau initiatives/surveys, the OPM Federal Employee Viewpoint Survey (FEVS), etc. Facilitates project teams in the analysis of survey findings, development of recommendations to CHCO, and in executing initiatives resulting from focus groups.

Participates on DOI teams to develop assessments of effectiveness of DOI or government-wide mandatory training. Develops assessment plans to measure compliance with required training, effectiveness in transfer of learning, how training is linked to performance on the job and how training supports meeting bureau and DOI strategic goals. Works with DOI counterparts, leaders and managers within the bureau, and operational HR development staff to review and revise training methods, curriculums, delivery methods, etc., to ensure training is both cost effective and efficient in meeting strategic goals. Produces reports for bureau leadership and contributes to reports at the DOI level that analyze effectiveness of training efforts.

Conducts bureau wide assessments, identifies training needs, formulates training plans based on identification of skill gaps, and provides input to bureau budget team regarding costs for mandatory and discretionary training. Serves as point of contact to DOI on the learning

management system (LMS) for bureau specific mandatory training and other bureau wide concerns. Reviews contract statement of work and terms when training is contracted out to third parties and provides recommendations to the CHCO and contracting officer on acceptability. Evaluates bureau training programs to determine effectiveness in meeting mission and strategic goals. Proposes cost-effective solutions for delivery of training to close bureau wide skills gaps. Advises HR and senior leaders outside the HR function of HRD issues related to compensation for time spent in training, provisions of veterans' educational assistance, implications buying training materials and services from third party vendors. Anticipates leaderships' needs and translates technical HRD regulations and requirements in layman's terms.

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

Serves as a technical advisor for bureau wide policy, procedures, administrative grievances and other areas of employee relations (ER). Serves as technical expert to bureau leadership and HR leadership regarding employee grievances related to pay and leave issues, entitlements, telework, etc. that have bureau wide implications. Reviews trends in ER and anticipates areas of potential controversy to implement mitigating actions. Assess the impact of proposed programs and changes in Federal and DOI policies. Keeps leadership apprised of such potential impacts. Conducts periodic reviews of policy, documentation, and procedures to ensure practices are up-to-date, consistent, and defensible.

Builds strategic partnerships and collaborative relationships across all facets of the bureau to assist supervisors and managers in incorporating performance evaluation systems into all aspects of their management and supervisory work. Leads teams of operational managers and supervisors in studies of effectiveness of current performance management plans. Uses study findings to develop recommendations on improving performance management at the bureau level. Creates project plans to implement recommendations and guides managers and supervisors in implementation. Measures and reports on results.

Serves as liaison to DOI including the Office of the Solicitor and Office of the Inspector General, as well as the Department of Labor, Office of Personnel Management, and other outside entities, such as third-party investigators and employee representatives for all matters pertaining ER. Apprises CHCO and bureau leadership as appropriate of complaints and issues that may impact operations, procedures, budgets.

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

Responsible for developing and implementing the bureau labor relations program including policy guidance and advice to senior leadership, program managers, other management officials and supervisors. Act as management's representative for labor contract negotiations and administration that include multiple contracts and multiple bargaining units. Consults senior management and CHCO to draft/develop bureau-wide policies on and positions for negotiation to include researching potential union proposals.

Serves as team leader and/or management's chief representative on 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 complex HR case law, principles, practices and regulations to perform detailed analyses and draw conclusions legal issues, problems, and situations with broad implications affecting the bureau or even DOI's interests. Researches and analyzes case law and regulation for applicability and appropriateness, precedent and substantive decisions, and/or legal opinions that various courts and administrative bodies have rendered. Works with DOI Office of the Solicitor and the Federal Labor Relations Authority as needed to make definitive decisions on complex matters of Federal labor law and practices.

Establishes the bureau's position in impasse situations including the preparation of documentary material for review by a third party. Advises management on the overarching administration of collective bargaining agreement(s). Plans, guides and manages the full life cycle for negotiated agreements. Collaborate with DOI Office of the Solicitor and other relevant offices to develop defensible recommendations in compliance with employment laws and that can withstand appeal, grievance or review. 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 \_\_\_\_\_%**

Acts as bureau subject matter expert and senior policy advisor for complex pay and leave administration program development and implementation. Stays abreast of changes in Federal law, DOI policy and other pay and leave guidance that may impact the bureau. Identifies and analyzes issues of significance to the bureau and develops recommendations to the CHCO and/or leadership team. Provides implementing guidance to HR operating offices in response to changes in law, regulation, and policy issuances.

Conducts wage surveys and other data collection activities related to Special Salary Rate request to OPM establish, adjust, terminate, or modify coverage of special salary rates under the authority of 5 U.S.C. 5305 and 5 CFR part 530, subpart C. Coordinates activities related to Special Salary Rate with appropriate bureau leadership and appropriate POCs at DOI. Gathers all documentation required by OPM Form 1397 (or equivalent), creates request package for CHCO signature and forwarding to DOI for submission to OPM. Acts as primary POC for special rate and related requests. Represents the bureau on DOI and Federal teams studying complex compensation issues related to hard-to-fill positions government wide and other issues with compensation, pay and leave implications.

Conducts detailed reviews of bureau's compensation practices, including use of OPM authorized pay flexibilities such as recruitment and retention incentives, highest previous rate pay setting, etc. Conducts special studies of positions, job series, grade levels, compensation, and incentive usage based on data findings or in response to requests from leadership. Analyzes use of

flexibilities and their impact on the bureau's ability to meet strategic and mission goals. Provides detailed reports of findings to the CHCO and bureau leadership, makes recommendations on improvements. Communicates finding and works with leadership to implement accepted recommendations, including advocating for changes in policy at the bureau or DOI level. Performs other similar duties as assigned

## **FACTOR LEVEL EVALUATION**

### **FACTOR 1: Knowledge Required by the Position 1-8 (1550 points)**

Work requires mastery of advance HR management principles, concepts, regulations and practices, analytical methods and techniques, and seasoned consultative skill sufficient to resolve HR management problems not susceptible to standard methods and practices.

Mastery knowledge of laws and regulations of one or more specialty areas applied to the relationship between subordinate and senior levels of HR management and the relationship of the bureau to DOI, OPM, and other Federal entities.

Skill is applied in the development implementation of bureau wide policies, processes and procedures and integrating these with DOI Office of Human Resources.

Expert skill in planning, organizing, and managing large projects implemented over several months or years.

Skill in performing complex analytical work, such as benchmarking, data collection and analysis, root cause analysis.

Expert analytical skills to propose solutions, failure proof methods, and implement changes. Knowledge of the Federal rulemaking process and bureau's and DOI's policy and directives processes sufficient to evaluate proposed policies and directives and provide constructive comment and to assess recently promulgated regulations, directives, and policies for their implications on bureau operations.

Technical knowledge of a wide range of Federal laws, policies, regulations, and precedents to develop highly innovative programs, systems reengineering, and processes affecting workforce and strategic goals of the office/bureau to accurately advise senior leadership.

Skill in developing, interpreting and analyzing data and developing efficient and effective ways of leveraging automated HR systems data in presentations of reports and graphics to support recommendations.

### **FACTOR 2: Supervisory Controls 2-4 (450 points)**



The supervisor makes assignments by outlining or discussing overall objectives. The specialist, as the primary POC to the Department and other Federal Agencies within the specialty area often brings to the attention of the supervisor issues that are of interest to and may impact the workload of the bureau's HR operations. The specialist independently plans and carries out functional responsibilities in the assigned area in accordance with general policy guidance of the supervisor, developing additional guidance, policy and procedures to address changing requirements. Controversial issues with broad implications requiring policy direction are discussed with the supervisor, CHCO, and senior bureau leadership prior to finalizing interpretations and guidance. Completed work may be 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 or development of new criteria is necessary. Serves as subject matter expert and primary POC for specialty area to the Department in the interpretation and application of changing legislation and regulations. Considerable judgment is required to interpret, apply, and adapt guidelines 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 program(s).

**FACTOR 4: Complexity 4-5 (325 points)**

The specialist addresses issues that significantly affect long range HR issues, resolve unrelated problems, and analyzes disputed interrelated HR information. Work assignments involve complex interpretive issues, requiring in-depth analysis of facts and circumstances specific to each case or project and intense research of existing law, policy, and precedents. Work assignments may involve integrating the work of an interdisciplinary team into authoritative reports that outline major recommendations. The specialist resolves issues that affect long-range implementation and administration of substantive policy/programs throughout the bureau. The specialist must often explain or defend decisions and recommendations based on technical nuances that are susceptible to various interpretations. Analyses often involve major areas of uncertainty.

**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 proper assessment, analysis, and resolution of problems enhance the effectiveness and efficiency of assigned HR programs and

the ability of the bureau to meet policy and regulatory obligations for serviced activities and contributes to DOI's ability to meet compliance requirements.

**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, 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. 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 Points = 3190**

**GS-13 grade range (3155-3600)**