

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

1. Agency Position No.  
S000034

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New	3. Service <input type="checkbox"/> Hdqtrs. <input type="checkbox"/> Field	4. Employing Office Location	5. Duty Station	6. OPM Certification No.
<input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced)  Fish and Wildlife Service standard position description.		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	8. Financial Statements Required <input type="checkbox"/> Executive Personnel <input type="checkbox"/> Employment and Financial Disclosure <input type="checkbox"/> Financial Interests	9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11 Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither	12. Sensitivity <input type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical Sensitive <input checked="" type="checkbox"/> 2-Non-critical Sensitive <input type="checkbox"/> 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. U.S. Office of Personnel Management	Full Performance Level - GS-___					
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Human Resources Specialist	GS	0201	5		
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position	17. Name of Employee (if vacant, specify)
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18. Department, Agency or Establishment Department of the Interior	c. Third Subdivision ARD - Budget and Administration
a. First Subdivision U.S. Fish and Wildlife Service	d. Fourth Subdivision
b. Second Subdivision Region ___	e. Fifth Subdivision

19. Employee Review--This is an accurate description of the major duties and responsibilities of my position	Signature of Employee (optional)
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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.

Type Name and Title of Official Taking Action	22. Position Classification Standards Used in Classifying/Grading Position Administrative Work in the Human Resources Management Group, GS-200 December 2000
Signature _____ Date _____	<b>Information for Employees.</b> 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.

23. Position Review	Initials	Date								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

The incumbent will be placed in this position at a lower grade than the full performance level under close supervision while receiving training. Supervisory approval for promotion may be granted when the incumbent is sufficiently trained, has demonstrated the ability to perform at the higher grade level, and has met all requirements for promotion.

Approved for Servicewide Use *Pearl Auge 8-9-01*

25. Description of Major Duties and Responsibilities (See Attached)

**HUMAN RESOURCES SPECIALIST**  
**GS-201-5**

**Introduction**

This is a standardized position description intended for use in a Regional Division of Personnel Management Office of the U.S. Fish and Wildlife Service (Service). The employee serves as a Human Resources Specialist trainee. The employee will be introduced to position classification, employee relations, labor relations, recruitment and placement, employee benefits, compensation, and/or performance management through planned work assignments, and close association with higher graded employees in order to learn and apply the principles and processes of Human Resources Management. Typical, but not all inclusive duties are:

**Major Duties:**

Applies basic classification principles, theories, methods, and techniques.

Applies basic employee relations principles, theories, methods, and techniques.

Applies basic labor relations principles, theories, methods, and techniques.

Applies basic recruitment and placement principles, theories, methods, and techniques.

Applies basic employee benefits, compensation, and performance management techniques.

The employee receives orientation to agency policies and objectives, as well as administrative and technical regulations.

Provides basic information to employees, applicants, and selecting officials in such areas as employment opportunities, recruitment, and selection procedures from the Office of Personnel Management, Merit Staffing Program, Delegated Examining Unit (if utilized), and temporary hiring procedures.

Provides basic information to supervisor and/or management of proper grade, title, and series of positions through position classification.

Performs classification evaluations on lower graded professional, clerical, technical, and wage grade positions.

Performs initial screening and rating of applications to determine basic eligibility and qualifications for permanent and temporary positions.

Drafts crediting plans, vacancy announcements, selective factors, and ranking factors.

Prepares Human Resources actions such as promotions, initial appointments, excepted appointments and promotions, reassignments, transfers, and demotions as directed.

Provides basic information to selectees regarding employment benefits, compensation, performance management, and travel regulations.

Works with the Federal Personnel/Payroll System (FPPS) as well as other computer systems and software in effecting personnel actions and completing work assignments.

Supports the Regional affirmative action programs as they relate to the assignments.

### **1. Knowledge Required for the Position:**

Basic knowledge of personnel classification concepts and theory.

Ability to analyze, interpret, and apply classification standards.

General knowledge of employee relations concepts and theory.

General knowledge of labor relations concepts and theory.

Basic knowledge of personnel recruitment and placement concepts, techniques, and standards, including a variety of personnel appointing authorities.

Ability to determine specific qualification and selection factors.

Ability to apply employee benefits, compensation, and performance management factors.

Ability to analyze, interpret, and apply written instructions.

Ability to communicate effectively orally and in writing.

### **2. Supervisory Controls:**

The supervisor or higher graded employee controls the flow of work, and outlines the purpose of the work, methods, and procedures to be followed. Routine assignments are performed independently. New assignments are given with specific and detailed instructions, and closer supervision. The work is reviewed in progress and upon completion for adherence to instruction, understanding of purpose, technical adequacy, and training progress.

### **3. Guidelines:**

Guides include Service and Departmental manuals and handbooks, Code of Federal Regulations, the United States Code, and the Office of Personnel Management issuances including Qualification Standards, Classification Standards, and bulletins. Guides also exist for employee

relations, labor relations, employee benefits, compensation, and performance management. The employee works in strict adherence to the guides which are directly applicable. The employee consults with the supervisor or higher graded employee for any required deviations.

#### **4. Complexity:**

Performs a variety of specific, well-defined, carefully selected tasks for the purpose of acquiring orientation and training in the application of position classification, employee relations, labor relations, recruitment and placement, employee benefits, compensation, and performance management principles and practices. At this level, assignments are simple and routine and can be performed with infrequent adaptations of standard procedures.

#### **5. Scope and Effect:**

The purpose of the work is to orient the employee to HRM principles by performing specific tasks, operations, and procedures related to personnel management. The adequacy of the work contributes to the overall effectiveness of the office, to the affirmative action program, and is the foundation for more complex work.

#### **6. Personal Contacts:**

Contacts are with co-workers, supervisors, and the general public. The employee is gradually exposed to a variety of other contacts and learns to develop and maintain effective working relationships.

#### **7. Purpose of Contacts:**

Contacts are for receiving assignments or instructions, reporting progress/problems, and explaining well established policies and procedures.

#### **8. Physical Demands:**

The work is sedentary. There is some standing, walking, and bending.

#### **9. Work Environment:**

The work is in an office setting. Some travel is required.