

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.
S000035

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.
[] Reestablishment [] 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 [] Employment and Financial Disclosure Financial Interests	9. Subject to IA Action <input checked="" type="checkbox"/> Yes [] No
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks <input type="checkbox"/> SES (Gen.) [] 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 [] 3-Critical Sensitive <input checked="" type="checkbox"/> 2-Non-critical [] 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	7		
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position

17. Name of Employee (if vacant, specify)

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)

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 Administrative Work in the Human Resources Management Group, GS-200 December 2000
Type 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								
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 *Neal Ange 8-9-01*

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

HUMAN RESOURCES SPECIALIST
GS-201-7

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 an advanced Human Resources Specialist trainee. The employee is 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 the execution of professional work processes. Typical, but not all inclusive duties are:

Major Duties:

Work assignments are of a developmental nature and are selected to provide training in job analysis, position classification, employee relations, labor relations, recruitment and placement, employee benefits, compensation, and performance management principles, theories, methods, and techniques.

Applies position classification principles and theories to a range of Regional positions. Reviews requests for personnel actions requiring position classification action to determine proper grade, title, and series of positions.

Provides position management advice to supervisors of a fairly stable organization regarding matters which require analysis, but do not pose problems of unusual complexity.

Provides information to supervisors/managers in response to a specific request, and explains well established policies, procedures, and standards.

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

Provides 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, and temporary hiring procedures.

Screens and rates applications to determine basic eligibility and qualifications for permanent and temporary positions.

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

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

Relates information to managers, supervisors, and employees regarding basic employee relations concepts, policies, and procedures such as informal counseling, progressive discipline, grievance rights, and performance improvement plans.

Relates information to managers, supervisors, and employees regarding basic labor relations concepts, policies, and procedures such as past practice, negotiated grievance procedures, and ULP's.

Provides information to selectees regarding employment benefits and/or travel regulations.

Maintains statistical data, employment reports, and one-of-a-kind reports.

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 assignments.

1. Knowledge Required for the Position:

Knowledge of theories, concepts, techniques, and standards as they pertain to position classification, employee relations, labor relations, recruitment and placement, employee benefits, compensation, and performance management.

Ability to determine appropriate pay system, occupational grouping, title, series, and grade through the use of position analysis and evaluation.

Knowledge of Federal laws and regulations and of Department/Service policies and procedures as they apply to personnel management in general.

Ability to provide assistance regarding various methods for selecting employees/applicants, ranking of applicants, and resolving reassignment, promotional or placement problems.

Ability to apply technical knowledge in the application of the principles, practices, and techniques of personnel staffing in the areas of recruitment, examination, ranking, rating, and selection.

Ability to communicate orally and in writing on case law, personnel changes, standards, Regional instructions, and on procedures to be followed on matters pertaining to position management, classification, recruitment and placement, benefits, and pay administration.

2. Supervisory Controls:

The supervisor provides assignments by defining objectives, priorities, and deadlines; and assists the employee with unusual situations. The employee plans and carries out the routine recurring assignments, and handles problems and deviations in the work assignments in accordance with instructions, policies, or previous training. Work is reviewed for adherence to instructions, understanding or purpose, and technical adequacy.

3. Guidelines:

Guidelines include of the U.S. Code, Service and Department manuals and handbooks, CFR, OPM issuances including the Classification Standards, Qualification Standards and Bulletins, case law, and Regional policies and operating procedures. The employee uses judgment in locating and selecting the most appropriate guidelines for application and in making minor deviations to adapt guidelines to specific situations. Situations requiring significant deviations are referred to the supervisor or higher graded employee.

4. Complexity:

The work consists of a wide range of position classification, employee relations, labor relations, recruitment and placement, employee benefits, compensation, and performance management problems due to the variety and complexity of the programs, the geographical and physical dispersion of field locations and individual stations, and the variety of occupational fields. The employee performs a variety of specific tasks for the purpose of acquiring skills and knowledges in the application of classification, employee relations, labor relation, recruitment and placement, employee benefits, compensation, and performance management principles and practices.

5. Scope and Effect:

The purpose of the work is to provide recurring position classification, employee relations, labor relations, recruitment and placement, employee benefits, compensation, and performance management service to an assigned area. The work contributes to the overall effectiveness of the office, assigned areas, and to the affirmative action program.

6. Personal Contacts:

Contacts are with Service employees, supervisors, and managers, and in some assignments, the general public. In addition, contacts are with Human Resources Specialists with the Service, other agencies, and the Office of Personnel Management.

7. Purpose of Contacts:

Contacts are for receiving assignments; to exchange information; to explain established policies and procedures; and to help further understanding of the Service's personnel management program.

8. Physical Effort:

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.