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

1. Agency Position No. S000036

2. Reason for Submission
[ ] Redescription [X] New
[ ] Reestablishment [ ] Other
Explanation *(Show any positions replaced)*
Fish and Wildlife Service standard position description.

3. Service [X] Hdqtrs. [ ] Field

4. Employing Office Location

5. Duty Station

6. OPM Certification No.

7. Fair Labor Standards Act
[X] Exempt [ ] Nonexempt

8. Financial Statements Required
[ ] Executive Personnel [ ] Employment and Financial Disclosure Financial Interests

9. Subject to IA Action
[X] Yes [ ] No

10. Position Status
[X] Competitive
[ ] Excepted (Specify in Remarks
[ ] SES (Gen.) [ ] SES (CR)

11 Position is
[ ] Supervisory
[ ] Managerial
[x] Neither

12. Sensitivity
[ ] 1-Non-Sensitive [ ] 3-Critical Sensitive
[X] 2-Non-critical 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. 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	9		
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

a. First Subdivision
U.S. Fish and Wildlife Service

b. Second Subdivision
Region ___

c. Third Subdivision
ARD - Budget and Administration

d. Fourth 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

Signature Date

b. Typed Name and Title of Higher-Level Supervisor or Manager *(optional)*

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

Signature Date

22. Position Classification Standards Used in Classifying/Grading Position
Administrative Work in the Human Resources Management Group, GS-200
December 2000

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.

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

24. Remarks

Approved for Servicewide Use Pearl Inge 8-9-01

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

HUMAN RESOURCES SPECIALIST
GS-201-9

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 providing support services for assigned organizations. The organizations serviced are geographically dispersed and are characterized by a wide variety of professional, technical, administrative, clerical, skilled, and semi-skilled craft positions. The employee in this position utilizes and applies a variety of principles, methods and concepts of one or more of the following: position classification; employee relations; labor relations; recruitment and placement; employee benefits; compensation; and/or performance management. Typical, but not all inclusive duties are:

Major Duties:

The employee reviews requests for personnel actions requiring classification action to determine proper grade, title, and series of positions. Classification actions processed include professional, administrative, clerical, technical, and wage grade positions covering a wide variety of grades, organizational levels, and various work environments. Performs analysis of appropriate classification and job grading standards in order to make classification decisions and/or recommendations to supervisor on assigned actions.

Prepares evaluation statements on position classification actions. Assists operating officials in the preparation of position descriptions by explaining classification standards, procedural aspects of position classification, and anticipated impact on recruitment efforts of alternative classification decisions.

Advises employees, applicants, and selecting officials regarding employment opportunities and the recruitment and selection procedures, from the Office of Personnel Management registers, from special employment programs, and from the Merit Staffing Program. Recommends alternatives to employment problems.

Assists managers and supervisors with the development of crediting plans, issues vacancy announcements, evaluates candidates for merit promotion, prepares and issues certificates, and ensures that selections are made in accordance with Departmental, Service, and Office of Personnel Management rules, regulations, and procedures.

Interprets, applies, and implements Service employment programs. Prepares Regional instructions, notices, and memoranda for implementation.

Responsible for ensuring all promotions, excepted appointments and promotions, reassignments, transfers, and volunteer demotions are made in accordance with regulations.

Counsels and advises supervisors on moderately complex employee relations issues involving such concerns as disciplinary actions, performance improvement plans, ethical issues, and grievances.

Counsels and advises supervisors on moderately complex labor relations issues involving such concerns as union grievances, labor agreement interpretation, and ULP's.

Provides advice and counseling to employees regarding their rights, benefits, and obligations deriving from Federal employment including leave, health and life insurance, retirement (CSRS & FERS), TSP, etc. Keeps abreast of any changes to the retirement and benefits program and determines potential effect to employees.

Provides information on Pay Administration to assigned area. This covers the Fair Labor Standards Act and Title 5, and how they apply to overtime, pay while in travel status, holiday, leave, premium pay, etc. Keeps employees and supervisors informed of all changes as they occur.

Compiles, coordinates, and prepares reports pertaining to assigned program.

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

Actively supports and implements the equal opportunity program as specified in national and local affirmative action plans.

1. Knowledge Required by the Position:

Knowledge of Federal laws and regulations and of Department/Service policies and procedures as they apply to personnel management in general, and to position classification, employee relations, labor relations, recruitment and placement, employee benefits, compensation, and performance management. Skill in the use of fundamental principles, concepts, techniques, standards and guides of position classification, employee relations, labor relations, recruitment and placement, employee benefits, compensation, and/or performance management to determine, evaluate, and apply appropriately.

Knowledge of the occupational and organizational structure of the Region and functional relationships of Human Resources specialities in order to serve as an advisor regarding position classification, employee relations, labor relations, recruitment and placement, employee benefits, compensation, and performance management.

Technical knowledge and skill in the application of the principles, practices and techniques of position classification, employee relations, labor relations, recruitment and placement, employee benefits, compensation, and performance management.

Ability to research and interpret EEO, MSPB, FLRA, and related case law and apply to HR management issues.

Ability to apply analytical and problem-solving methods to moderately complex HR management issues in order to distill pertinent facts, determine relevant regulations and case law, and develop and provide advice and solutions to managers and supervisors.

Knowledge of recruitment sources and availability of qualified employees, of re-employment priority lists, separated career employees, recruiting sources, preparation of announcements, and other specialized recruitment methods.

Knowledge of benefits available to Federal employees in order to provide advice and counsel.

Knowledge of Title 5 and the Fair Labor Standards Act and how they apply to exempt and nonexempt employees.

Ability to communicate on a professional level orally and in writing relating to case law, regulation changes, Regional instructions, and procedures to be followed on matters pertaining to a wide range of personnel actions.

2. Supervisory Controls:

Works under general supervision. The supervisor assigns work, provides information on overall objectives, goals, and specific deadlines, and provides instruction on new or revised regulations and policies. The employee works independently in carrying out recurring assignments to completion, but may consult the supervisor on new and/or unusual problems and difficulties. Completed work is reviewed for soundness of overall approach, proper interpretation, and conclusions.

3. Guidelines:

Guides include of the U.S. Code, the CFR, OPM regulations and operating manuals, Departmental and Service manuals, Regional operating procedures, precedent case determinations, Classification Standards and Qualification Standards. The guides available may not be directly applicable in some instances. Guides typically require interpretation and modification to adapt them to the actual situation in order to produce results which are compatible with management needs.

4. Complexity:

The duties relate to each of the Regional programs with a wide variety of activities. They involve manpower utilization of professional, administrative, technical, clerical, supervisory and delegation of appointing authority, and impact a wide variety of people, offices, and field stations in several states. Therefore, the employee must exercise judgment in the interpretation of guidelines which may not be completely applicable when providing advice and assistance because work is further complicated by the need to ensure that a variety of procedures, rules, regulations, and instruction are understood and followed.

5. Scope and Effect:

Responsibilities involve analyses and classification; providing guidance on employee relations, labor relations, recruitment and placement, employee benefits compensation, and performance management. The accomplishment of the assigned functions influences the decisions of supervisors and managers and promotes the efficiency and timely operation of the Region's Personnel program.

6. Personal Contacts:

Regular and recurring contacts are with co-workers, employees, supervisors and managers, job applicants, students, and the general public. Other contacts are with Human Resources Specialists in the Service, the Office of Personnel Management, other agencies, legal staffs, union stewards, educational institutions, and special emphasis groups.

7. Purpose of Contacts:

Contacts are made to provide factual information on which recommendations, decisions, or other actions can be based; to explain issues surrounding personnel decisions, recommendations, and actions; and to help further understanding of the Service's personnel management policies and programs. In addition, with the advisory services characteristic of the position, the employee must be able to gain the confidence of supervisors and management staff officials so that the employee's advice will be accepted and acted upon.

8. Physical Demands:

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

9. Work Environment:

The work is performed in an office setting. The employee is expected to conduct duties in a safe and orderly manner so as not to endanger self, fellow workers, or property with which entrusted. Occasional travel is required.