

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

1. Agency Position No.

S000038

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New		3. Service <input checked="" 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 checked="" type="checkbox"/> Exempt [ ] Nonexempt		8. Financial Statements Required [ ] 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 [ ] Excepted (Specify in Remarks [ ] SES (Gen.) [ ] SES (CR)		11 Position is [ ] Supervisory [ ] Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity [ ] 1-Non-Sensitive [ ] 3-Critical Sensitive <input checked="" type="checkbox"/> 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-12					
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Human Resources Specialist ( )	GS	0201	12		
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. <b>Classification/Job Grading Certification.</b> 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	<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.
Signature _____ Date _____	

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

24. Remarks

Approved for Servicewide Use *Heard Aug 8-9-01*

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

## Human Resources Specialist

GS-201-12

### 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 Senior Human Resources Specialist providing advisory and 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.

### Major Duties

Provides human resource management advice based on in-depth knowledge of the operations within assigned organizational units and regulatory parameters. Consults with supervisors, managers, and other human resources specialists to jointly develop strategies and solutions for dealing with the most difficult and/or controversial human resource management issues and problems so that management's objectives are met while staying within legal requirements. Informs and educates supervisors, managers, and employees of legal, regulatory, and agency requirements which affect the issue(s) at hand. Spends at least 25% of the time providing these advisory services, as well as support services, in the areas checked below:

- Classification Resolves very difficult and complex position management and position classification issues involving a variety of professional, administrative, technical, clerical and wage grade jobs. Provides extensive assistance to supervisors and managers to: clarify and define duties and responsibilities of positions, interrelationships with other positions, and career patterns; to determine the types of positions required and the most appropriate organizational structure; and to recommend options or alternative courses of action for attaining human resource management goals. Uses knowledge and exercises judgment to assist managers with problems associated with atypical combinations of duties, unique needs of small stations, weekend and seasonal work, remote locations, recruitment difficulties, and career enhancement. Analyzes duties and responsibilities of positions using a variety of methods and approaches such as on-site or telephone audits and review of background material and work samples. Evaluates jobs in accordance with position classification standards and principles to determine proper pay system, title, series, and grade, and prepares defensible evaluation statements based on thorough analysis. Conducts or participates in region-wide position reviews; comments on and performs test application of proposed draft classification standards; and develops standard position descriptions.

- Employee Relations Provides guidance, consultation, advice and assistance to management on all aspects of employee relations. This includes, but is not limited to: grievances; disciplinary and adverse actions; ethics; employee assistance programs; performance-based actions; and reasonable accommodation. Provides situational analysis involving very sensitive, complex and controversial employee relations matters to determine appropriate corrective action. Develops and proposes courses of action to resolve problems based on knowledge and interpretation of administrative case law, regulations, policies, judgment and experience. Coordinates and communicates with the Washington Office, Solicitor's Office, OHA, MSPB, OIG, and OSC as necessary. Prepares cases and serves as technical advisor to the Solicitor or personally represents the region at hearings relative to adverse actions, performance-based actions, and grievances, utilizing knowledge of the policies, procedures, and precedents of relevant adjudicating bodies. Adjudicates suitability cases. Informs employees of their rights and the avenues available to them in dealing with work issues and concerns. Analyzes grievances, appeals, and complaints to identify systemic problems and recommend solutions. Provides advisory opinions to managers and employees on potential conflicts-of-interest and ethical issues. Administers the annual Confidential Financial Disclosure program.
  
- Labor Relations Provides guidance, consultation, advice and assistance to management on all aspects of labor relations. This includes, but is not limited to: union grievances; ULPs; collective bargaining; labor agreement administration and interpretation; and FLRA determinations. Advises and assists management in negotiating and living under a collective bargaining agreement. Provides situational analysis involving very sensitive, complex and controversial labor relations matters to determine appropriate course of action. Develops and proposes courses of action to resolve problems and issues based on knowledge and interpretation of the Labor-Management Relations Statute, administrative case law, regulations, policies, judgment and experience. Coordinates and communicates with the Washington Office, arbitrators, mediators, and FLRA as necessary. Works with all levels of management and unions to resolve grievances. Participates in all phases of arbitration; takes part in mediating sessions; and participates in the preparation, submission, and/or presentation of the region's position on a variety of matters before the FLRA and its associated entities, utilizing knowledge of the policies, procedures, and precedents of relevant adjudicating bodies. Analyzes grievances, complaints, and ULPs to identify systemic problems and recommend solutions.
  
- Recruitment and Placement Provides authoritative advice to managers, supervisors, and employees regarding very difficult and complex recruitment and placement actions. Collaborates with managers in determining short and long term recruitment needs and in developing effective recruitment methods and strategies. Consults with hiring officials on any special qualifications required, and advises them of any special hiring authorities which may be utilized. Announces vacancies under the Merit Promotion Program, through direct hire, or delegated examining authority or through the Office of Personnel Management. Makes qualification determinations, rates and ranks applicants against crediting plans and advises subject matter experts and panels who may assist with the recruitment process. Prepares certificates of eligibles. Ensures all placement actions

meet regulatory requirements. Attends job fairs. In addition, is cognizant of and makes efforts in hiring to meet Service, and Department goals in special emphasis areas.

In addition, the employee may also provide services in the areas checked below, which are not grade-controlling:

- Employee Benefits Provides guidance and consultation to managers, supervisors, and employees regarding benefits entitlements such as leave, health and life insurance, and/or worker's compensation. Provides comments on proposed changes in related policy and keeps abreast of any changes to determine potential effects to employees. Advises and counsel managers, supervisors, employees and annuitants regarding a wide variety of retirement issues, including such topics as benefits, entitlements, death benefits to annuitants, and survivor benefits. Reviews individual cases and determines the appropriate retirement system for individual employees. Administers special retirement program for assigned organizational units which includes determinations of eligibility, employee coverage, and providing information about how to obtain certification of special retirement coverage from previous agencies. Provides comments and input regarding agency interpretation of retirement regulations and how it applies to individual and unique cases.
- Compensation Provides technical expertise in determining rates of pay. Analyzes individual cases to determine appropriate rate of pay considering many factors such as highest previous rate, special salary rates, retained grade and/or pay, pay schedule changes, etc. Gives advice to supervisors, managers, and employees on basic pay, locality pay, special salary rates, pay flexibilities, FLSA and Title 5 overtime determinations.
- Performance Management Assists managers and supervisors in establishing and administering the performance management program. Advises managers and supervisors on establishing performance plans for their employees, conducting performance reviews, and recognizing employee performance through monetary and nonmonetary award programs.

Writes supplemental regional policies and memoranda which interpret and implement regulations related to various human resource management programs. Develops new operating procedures as necessary to deal with emerging human resource management issues within the region.

Continually evaluates the effectiveness of human resource management programs and modifies or develops new procedures to assist management in developing and carrying out programs to satisfy the goals of the Service.

Trains and advises managers, supervisors, and employees regarding various human resource management topics and their role in the human resource management program. Prepares background and informational materials for use in such training. May advise managers, supervisors, and employees on employee development and training issues.

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 equal employment opportunity and Regional affirmative action programs.

May guide a team of human resources management specialists and/or assistants. Assigns day-to-day work, sets priorities, devises a training plan for assigned specialists and/or assistants, provides input at periodic performance progress reviews and on final performance rating.

**1. Knowledge Required by the Position:**

Extensive knowledge of and ability to research and interpret OPM, Department, and Service regulations, policies and practices, Federal laws, Executive Orders, and case law, which relates to such areas as: recruitment and placement; classification; compensation; employee benefits; employee relations; performance management; labor relations; employee development; and/or equal employment opportunity.

Broad knowledge of the organizational structure, mission, function, programs, and management goals and philosophy in order to provide comprehensive advisory services.

Broad knowledge of human resource management and the interrelationships of separate human resource functions in order to coordinate actions where the major issues involve several human resource management areas, and to provide general advice and assistance in those areas.

Skill in collecting information, fact finding, analysis, evaluation and research of very complex and/or controversial interrelated human resource management issues to provide sound conclusions, advice, and recommendations where little precedent exists.

Ability to establish and maintain effective relationships and skill in meeting and dealing with a wide variety of people to ensure that focus remains on substantive issues. Ability to explain and defend controversial and unpopular decisions, gain cooperation of others and acceptance of recommendations, and deal tactfully and discreetly with sensitive and/or controversial matters.

Skill in writing effectively for a variety of audiences in order to produce reports, memos, policies, and/or other correspondence.

Public speaking ability to present training information and to present findings and recommendations in a clear and logical manner, often in a controversial environment.

Understanding of how the principles of human resource management can help the organization achieve its goals and ability to incorporate such information into daily contacts with managers and supervisors.

Ability to work effectively as a member of a team in order to ensure the smooth flow of human resource management work within the office and the organizations being served.

Skill in organizing day-to-day workload and priorities so as to ensure timely and accurate assignment completion.

Ability to lead and train other personnel.

## **2. Supervisory Controls:**

Employee receives general oversight from the supervisor, who establishes overall objectives. The employee functions independently in planning and carrying out assigned functions, coordinating and communicating with others as necessary. Issues that are highly controversial or precedent setting in nature are brought to the attention of the supervisor. Analyses, recommendations, and suggestions are relied on as technically correct. Completed work is reviewed in terms of effectiveness in providing management advice and assistance and conformance with overall policies and objectives.

## **3. Guidelines:**

The overall parameters for the work of this position are contained in the U.S. Code, the CFR, OPM regulations and operating manuals, Departmental and Service manuals, Regional policies and operating procedures, and precedent case determinations. Many of the problems encountered, however, are of such complexity that these guidelines are not directly applicable and are inadequate for resolving them. The employee uses judgment to make considerable modifications to guidelines and often formulates new approaches and methods, which sometimes become standard operating procedures, in order to achieve effective results.

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

As a Senior Human Resources Specialist, the employee is responsible for the resolution of very complex human resource management problems. Work includes numerous duties requiring varied and unrelated processes. When precedent decisions are not applicable or when guidelines are vague or conflicting, the employee is expected to use ingenuity and creativity in devising alternative courses of action. The more complex and sensitive problems may have interrelated sub-issues that must be identified and addressed. Significant reconstruction of events and/or issues is sometimes necessary when there is corresponding disputed, conflicting or ambiguous information. The employee must remain cognizant of organizational relationships and consider potential impacts to geographically dispersed employees, outside parties, the serviced program areas, other human resource and/or administrative functions, and Regional policy implications when devising workable solutions to problems while also working within appropriate legal boundaries.

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

The advice and counsel provided by the employee affects the day-to-day decisions of operating management. Work involves resolving very sensitive, complex and controversial problems which frequently have a potentially serious impact on mission accomplishment, involve large numbers of employees, and often have several interrelated sub-problems that must be considered in order to arrive at an overall satisfactory, and sometimes precedent setting, solution.

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

Contacts are with Human Resources Specialists within the Region, from other Regions, and with bureau and departmental headquarters. The work involves extensive personal, telephone, electronic, and written contacts with employees and managers at all levels of the organization, including the Bureau and Departmental levels; OPM officials; employees from other Federal agencies; and members of the general public. There may also be communications with professional organizations; contractors; college and university faculty, administrators, and students; legal staffs including attorneys and Administrative Law Judges; union stewards and local union officials. Some contacts are in an unstructured or ad hoc setting and may address an array of personnel issues, hence the role of each party must be established during the course of the communication.

**7. Purpose of Contacts:**

In addition to routine information exchanges, the employee provides authoritative technical guidance and assistance on very sensitive and/or complex personnel matters to the organizations serviced. In the course of regular work operations, the employee encounters resistance to recommendations from individuals who are skeptical or hold converse viewpoints requiring skill in persuasion and/or negotiation to gain confidence and cooperation, resolve problems, and influence compliance with expected outcomes. Contacts are frequently covered by ethical and legal requirements as well as the need to protect employees' privacy and to keep management decisions confidential.

**8. Physical Demands:**

Work is sedentary. The duties require occasional periods of standing, walking, bending, and carrying of light objects.

**9. Work Environment**

Work is performed primarily in an office environment that is adequately lighted, heated, and ventilated. Occasional travel is required.