

**POSITION DESCRIPTION
COVER SHEET**

REASON FOR THIS POSITION

1. NEW <input checked="" type="checkbox"/>	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER <input type="checkbox"/> NHQHRM12	3. REPLACES PD NUMBER
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RECOMMENDED

4. TITLE Human Resources Officer	5. PAY PLAN GS	6. SERIES 0201	7. GRADE 12
8. WORKING TITLE (Optional) Human Resources Officer		9. INCUMBENT (Optional)	

OFFICIAL

10. TITLE Human Resources Specialist						
11. PP GS	12. SERIES 0201	13. FUNC	14. GRADE 12	15. DATE Month Day Year		16. I/A <input type="checkbox"/> Yes <input type="checkbox"/> No
						17. CLASSIFIER

8. ORGANIZATIONAL STRUCTURE (Agency/Bureau)

1st	Natural Resources Conservation Service	5th
2nd	State Conservationist	6th
3rd	State Administrative Officer	7th
4th		8th

SUPERVISOR'S CERTIFICATION

I certify that this is an accurate statement of the major duties and responsibilities of the 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 statute or their implementing regulations.

19. SUPERVISOR'S SIGNATURE	20. DATE	22. SECOND LEVEL SUPERVISOR'S SIGNATURE	23. DATE
21. SUPERVISOR'S NAME AND TITLE		24. SECOND LEVEL SUPERVISOR'S NAME AND TITLE	

FACTOR EVALUATION SYSTEM

FACTOR	25. FLD/BMK	26. POINTS	FACTOR	25. FLD/BMK	26. POINTS
1. Knowledge Required	FL 1-7	1250	6. Personal Contacts	FL 6-3	
2. Supervisory Controls	FL 2-4	450	7. Purpose of Contacts	FL 7- C	180
3. Guidelines	FL 3-4	450	8. Physical Demands	FL 8-2	5
4. Complexity	FL 4-4	225	9. Work Environment	FL 9-2	5
5. Scope and Effect	FL 5-4	225	TOTAL POINTS		2790
GRADE					GS 12

CLASSIFICATION CERTIFICATION

I certify that this position has been classified as required by Title 5, US Code, in conformance with standards published by the OPM or, if no published standard applies directly, consistently with the most applicable published standards.

29. SIGNATURE 	30. DATE 02/12/2008
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31. NAME AND TITLE
Darlene Locke, Human Resources Specialist, Employment and Classification Team, Washington, D.C.

32. REMARKS:	33. OPM CERTIFICATION NUMBER
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**JFS ADMIN WORK IN HUMAN RESOURCE MANAGEMENT GRP, GS-0200, DTD DEC 2000
Position is FLSA - Exempt.**

STANDARD POSITION DESCRIPTION

Official Title: Human Resources Specialist
Working Title: Human Resources Officer
Classification: GS-201-12
Location: State Office

Date: February 12, 2008
Classified By: NHQ
Number: NHQHRM12

Note: This is a standard position description and can not be modified without approval from the Human Resources Management Divisions, Employment & Classification Team.

INTRODUCTION

This position is located on the Management Staff in the State Office of the Natural Resources Conservation Service. The incumbent serves as Human Resources Officer responsible for supervising the human resources staff and providing leadership and assistance to the State Leadership Team (SLT) and other staff managers in implementing and evaluating human resources policies and procedures to meet operational needs for the State.

MAJOR DUTIES

1. Administration (30%)

- a. The incumbent supervises and directs the operations of human resources provided to the State ensuring laws, regulations and policies are properly implemented in all areas covering human resources which involve organization, employment, recruitment and staffing, classification, position management, attendance and leave, hours of duty, employee relations, security clearances and suitability, safety and health, employee development, employee performance, awards, benefits, and pay administration to include payroll processing. Incumbent also provides guidance to other NRCS employees on legal and procedural aspects of contracting work 'with engineers, government representatives, contracting officers, financial management, sponsors, state office managers and Assistant State Conservationist (Field Operations). Incumbent is responsible for overall human resources administration.
- b. Counsels and advises line and staff officers in carrying out their responsibilities which affect the human resources activities, Visits offices for the purpose of controlling informational meetings to improve the human resources program and to make complete administrative and program appraisals; serves on special State committees. Serves on various self-directed work teams as assigned to accomplish project driven tasks of a multifunctional nature within the State, Region or National Headquarters.
- c. Provides direction and guidance in the overall Cooperative Processing of personnel actions including maintenance of related records and preparation of related reports. Maintains contact with appropriate officials at the National Finance Center, National Headquarters, Office of Personnel Management and elsewhere as needed to ensure an

efficient cooperative processing program is carried out.

d. Directs the performance management program for the state. Works with managers and supervisors on developing standards for employees with performance problems. Assists supervisors in developing opportunity to improve plans for employees who are not performing.

e. Provides technical guidance on the employee relations program and employee grievance cases that reach a formal stage. Works closely with appropriate staff on adverse actions and unacceptable performance cases.

f. Reviews request for and directs preparation of special authorizations, as appropriate. Determines if authority should be given employees to appear as witnesses in judicial proceedings; serves as ethics advisor on outside interests; etc. Makes recommendations on indefinite tours, authorized overtime and holiday work and directs the preparation of authorizations for approval. Maintains record of such authorities and provides guidance to supervisors.

2. Position Management, Classification, Recruitment (30%)

a. Recommends to the State Administrative Officer (SAO), State Conservationist (STC), and other staff managers policies, plans, objectives, and programs relating to personnel program operating requirements and initiates action to meet these requirements; serves as advisor and consultant on the soundness of proposed human resources actions and their conformance with applicable laws, regulations, and human relations.

b. Directs classification activities for the State including review of proposed personnel actions to determine proper title and grade of positions being filled and the planning and conducting of a post-audit program of positions throughout the State to ensure compliance with legal requirements. Has delegated classification authority.

c. Directs recruitment relations at universities and the external and internal employment program for the State.

d. Provides information and guidance to employees on pay administration. Interprets rules and regulations regarding special salary rates, Fair Labor Standards Act (FLSA) grade and pay retention, severance pay and recruitment and retention flexibilities.

e. Provides advice and guidance on NACI's and Security Clearances to include processing paper work, making finger prints, and forwarding appropriate forms to the Office of Personnel Management for processing and maintaining appropriate files.

f. Serves as OPM Agency Test Control Officer and Administrator for the State. Directs the related administrative and clerical work in all fields of human resources management.

3. Employment, Compensation and Training (25%)

a. Authorized by Office of Personnel Management to serves as appointee on delegated authority employment to effect personnel actions. Also, serves as delegated examining authority for competitive processes used to fill positions with candidates applying from outside the Federal workforce.

b. Directs retirement program activities in the State providing guidance and consultation to agency employees, former employees, annuitants, survivors, and eligible family members regarding insurance, health benefits, social security benefits, windfall elimination, and government pension offset provisions affecting social security benefits. Provides assistance on partially taxable pensions and annuities to ensure retirees understand how to claim tax free benefits on their retirement deductions. Provides formal retirement training within NRCS nationwide as requested and approved and provides technical assistance to Human Resource Specialists on retirement benefits issues on a regular recurring basis.

c. Responsible for administering the employee benefits program for the agency. Ensures that guidance and information is provided to employees regarding all benefits programs along with how to use automated benefits systems. Ensures that HR staff conduct thorough review of incoming employee records in order to establish entitlement to benefits, correct retirement coverage, service credits, etc. Assists with counseling employees on retirement options, eligibility requirements, deposits and redeposits, military service, etc. Researches and responds to complex retirement questions, benefits coordination problems, and other sensitive issues such as garnishment orders, bills of collection, etc as needed.

d. Provides technical guidance in the development of a program of personnel training within the State, collaborates with the program and technical staffs in planning and conducting group and on-the-job training and in integrating training techniques into effective operations; directs the student employment program and the participation of employees in outside interest activities for the State.

e. Provides technical guidance on incentive awards activities and in the utilization of the awards program as an integral part of operations management and for the health and life insurance, thrift savings plan and voluntary leave transfer program, and injury compensation.

4. Supervision (15%)

a. Responsible for supervision of federal employees located in the Human Resources staff consisting of GS-201s and 203s. Ensures quality and quantity of work, reviews work of subordinates and accepts, revises, or reject work. Sets performance standards and evaluates performance for subordinates. Interviews and determines selection from available candidates. Resolves complaints and grievances and takes appropriate action as necessary. Reviews job descriptions for accuracy. Initiates or participates in review and

improvement of work methods.

b. Develops training plans to ensure personnel are adequately qualified to perform assigned tasks and to ensure personnel are provided the opportunity to develop their skills to optimum level. Makes recommendations to provide a balanced representation of minority and women employees in the subordinate work force. Ensures that fairness prevails in making employee selections; assigned work; recognizing achievements and rewarding performance; arranging training; and in other personnel management matters.

5. Equal Employment Opportunity and Civil Rights

a. Provides leadership and guidance for the understanding and application of personnel rules and regulations as they apply to the Equal Employment Opportunity and Affirmative Employment Programs to ensure their integration into recruitment, hiring, promotion, training, career development (including varied work assignments, details, and special developmental assignments), separations, grievances and other personnel actions. Emphasizes meeting the objectives of equal opportunity and affirmative employment plans and requirements. Ensures that these functions are carried out without regard to race, color, national origin, religion, sex, age or physical or mental handicap.

b. Provides leadership and guidance in the design, development, and maintenance of administrative procedures to assure that delivery of NRCS programs and services are carried out without regard to race, color, national origin, religion, sex, age, or handicap. Reviews the implementation of civil rights policies to determine that they are translated into appropriate actions consistent with annual plans of operation in all units under their supervision, as well as by recipients.

Other duties as assigned.

CONDITION OF EMPLOYMENT – Must possess and maintain a valid state motor vehicle operator's license for the type of vehicle(s) operated to perform the duties of this position. This may require the operation of a motor vehicle in both public and private roads during daylight hours and occasionally after dark.

COMP LEVEL – (Designated by State)

FACTOR EVALUATION

1. KNOWLEDGE REQUIRED BY THE POSITION - LEVEL 1-7 (1250 POINTS)

a. Expert knowledge of position classification and position management procedures and techniques to classify the full range of positions and functions in the state; to assist in establishing new positions and organizations; and to clearly explain and defend decisions to top management, supervisors, and employees.

- b. Expert knowledge of staffing and recruitment authorities, special appointing authorities, rules and regulations to staff all positions, including highly specialized one-of-a-kind positions.
- c. Ability to interpret and apply the rules and regulations associated with employee development, employee relations, performance appraisal, incentive awards, etc.
- d. Ability to communicate orally and in writing in order to gather and analyze facts, explain program requirements, and independently justify decisions to senior management, supervisors, and employees.
- e. Ability to supervise subordinate employees.

2. SUPERVISORY CONTROLS, LEVEL - 2-4 (450 POINTS)

The incumbent is under the general supervision of the state administrative officer who sets the overall objectives and resources available. The supervisor and employee jointly develop deadlines and approaches to unusual or particularly sensitive problems. The incumbent independently plans and carries out the various assignments and programs, plans and performs day-to-day work, determines the general approach and methods to use, and evaluates program accomplishments. Incumbent deals directly with senior management and supervisors in presenting findings and concerns in program areas. The work is reviewed for timeliness, soundness of recommendations and findings, and overall compliance with controlling laws, rules and regulations.

3. GUIDELINES - LEVEL 3-4 (450 POINTS)

Guidelines include the General Manual, common policies, qualification handbook and classification standards, personnel bulletins, memorandums, and the Code of Federal Regulations. The incumbent frequently encounters situations which are not covered by the guidelines or for which the guidelines are general or vague. In these situations, the incumbent uses initiative and resourcefulness in extending or redefining the guidelines, or deviating from traditional principles and practices.

4. COMPLEXITY - LEVEL 4-4 (225 POINTS)

The incumbent performs and/or directs the complete range of personnel programs and functions for the state. Incumbent is delegated the maximum authority permitted under agency regulations. Work requires a high level of analytical and interpersonal skills in order to identify problems, determine cause and effect relationships, draw conclusions, recommend, and implement corrective actions or program improvements. Incumbent classifies or supervises the classification of all positions in the state (within delegated authority), many of which are professional and administrative in nature with an extremely short supply of available qualified people in the labor market, requiring the use of non-

traditional recruitment methods. The incumbent is often faced with situations requiring advice and assistance from the headquarters personnel division.

5. SCOPE AND EFFECT - LEVEL 5-4 (225 POINTS)

a. The work involves directing and implementing the personnel program for the state, including recruitment, classification, performance management, employee relations and the processing and maintenance of all personnel records. The incumbent must resolve and advise management on complex problems or issues.

b. The work affects the ability of managers and supervisors to meet their responsibility for personnel management. It affects the timely performance of agency activities and delivery of agency services to the public.

6. AND 7. PERSONAL CONTACTS, AND PURPOSE - LEVEL 3C (180 POINTS)

a. **Purpose of Contacts** - Personal contacts are with managers, supervisors and employees in the state, human resource officials in OPM, NRCS, non-federal individuals and groups, such as employment offices, handicapped associations, representatives of special interest groups, etc. Contacts vary in content; the role, authority, and purpose must be established during the contact.

b. **Purpose of Contacts** - Contacts with senior managers and supervisors are to provide high-level management advisory services on situations and programs that are complex, new, or dynamic in nature. Presents findings, recommendations, and potential impact on agency operations. Contacts with applicants are to explain the requirements, purposes, and goals of the various personnel programs. Contacts with employees are to represent the various personnel programs, assist employees in addressing their personal issues and problems; and to gain cooperation and understanding. Incumbent also represents NRCS in meetings with external organizations.

8. PHYSICAL DEMANDS - LEVEL 8-1 (5 POINTS)

The work is primarily sedentary and usually performed in an office setting. There may be some walking, bending, carrying of light items, and travel to attend meetings. Extensive computer use is required.

9. WORK ENVIRONMENT - LEVEL 9-1 (5 POINTS)

The work is usually performed in an office environment requiring common sense precautions typical of this setting.

Total points: 2790 = GS-12 (2755-3150 points)

This position is determined to be exempt from the provisions in the FLSA as defined in 5CFR 551.