

Human Resources Specialist, GS-201-11

REASON FOR THIS POSITION					POSITION DESCRIPTION COVER SHEET		
<input type="checkbox"/> 1. NEW	<input type="checkbox"/> 2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	<input type="checkbox"/> 3. REPLACES PD NUMBER					
RECOMMENDED					5. PAY PLAN	6. SERIES	7. GRADE
4. TITLE Human Resources Specialist					GS	0201	11
8. WORKING TITLE (Optional)					9. INCUMBENT (Optional)		
OFFICIAL							
10. TITLE Human Resources Specialist							
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE			16. I/A
GS	0201		11	MONTH	DAY	YEAR	17. CLASSIFIER
				<input type="checkbox"/> Yes	<input type="checkbox"/> No	Jane Medina	
18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)							
1st	Natural Resources Conservation Service					5th	
2nd	KS State Conservationists Off					6th	
3rd	Management Staff					7th	
4th	Salina 760 S Broadway					8th	
SUPERVISOR'S CERTIFICATION							
I certify that this is an accurate statement of the major duties and responsibilities of the position and its organizational relationship 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	
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		Level 1-7	1,250	6. Personal Contacts		Level 2B	75
2. Supervisory Controls		Level 2-4	450	7. Purpose of Contacts			
3. Guidelines		Level 3-3	275	8. Physical Demands		Level 8-1	5
4. Complexity		Level 4-4	225	9. Work Environment		Level 9-1	5
5. Scope and Effect		Level 5-3	150	27. TOTAL POINTS ▶			27. 2,435
						28. GRADE ▶	28. GS-11
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		
31. NAME AND TITLE Jane Medina, Human Resources Manager							
32. REMARKS This position is determined to be EXEMPT from the provisions of FLSA based on the ADMINISTRATIVE Exemption criteria.					33. OPM CERTIFICATION NUMBER		

MASTER RECORD/INDIVIDUAL POSITION DATA

THIS SIDE TO BE COMPLETED BY THE CLASSIFIER

A. KEY DATA					
1. FUNCTION (1) A/C/D/M/R	2. DEPT. CD./AGCY-BUR-CD. (4) AG 16	3. SON (4) 5275	4. MR. NO. (6)	5. GRADE (2) 11	6. IP NO. (8)

B. MASTER RECORD									
1. PAY PLAN (2) GS	2. OCC. SER. (4) 0201	3. OCC. FUNC. CD. (2)	4. OFF. TITLE CD. (5) 0026	5. OFF. TITLE (38) Human Resources Specilst					
6. HQ. FLD. CD. (1) 1 = HQ 2 = FLD	7. SUP. CD. (1) 8	1 = Sup. SGEG 3 = Mgr. SGEG 4 = Sup. CSRA		5 = Mgmt. CSRA 6 = Leader LGEG 8 = All Others		8. CLASS. STD. CD. (1) X = New Std. Applied Blank = NA	9. INTERDIS. CD. (1) N = No Y = Interdis	10. DT. CLASS (6) MO DAY YEAR	
11. EARLY RET. CD. (1) 1 = Primary 2 = Secondary		12. INACT / ACT (1) 3 = Foreign Svc. Blank = NA		1 = Inactive A = Active		13. DT. ABOL. (6) MO DAY YEAR	14. DT. INACT / REACT (6) MO DAY YEAR	15. AGCY. USE (10)	
16. INTERDIS. SER. (40)									
(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)	(4)
17. INTERDIS. TITLE CD. (50)									
(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)	(5)

C. INDIVIDUAL POSITION											
1. FLSA CD. (1) E = Exempt N = Nonexempt	2. FIN. DIS. REQ. (1) 0Y	0 = None 1 = CD 219 2 = CD 220		3 = SF 278 4 = AD 392 5 = SF 849		3. POS. SCHED. (1) A = Sched A B = Sched B C = Sched C	0 = Excepted but not A, B, C	4. POS. SENS. (1) 1N	0 = Nonsensitive 1 = Noncritical 2 = Critical Sensitive	5. COMP. LEV. (4) 0201	
6. WK. TITLE CD. (4)	7. WK. TITLE (38) sup:										
8. ORG. STR. CD. (18) 1st 2nd 3rd 4th 5th 6th 7th 8th 917813					9. VAC. REV. CD. (1) 0 = Position Action No Vacancy A = No Change B = Lower Grade C = Higher Grade D = Different title and / or series E = New Position / New FTE						
10. TARGET GD. (2)	11. LANG. REQ. (2)	12. PROJ. DTY. IND. (1) Blank = N/A Y = Yes	13. DUTY STATION (9) State (2) 20	City (4) 4900	County (3) 169	14. BUS. CD. (4) 8888	15. DT. LST. AUDIT (6) MO DAY YEAR	16. PAS. IND. (1) Blank = N/A 1 = PAS	17. DATE EST. (6) MO DAY YEAR		
18. GD. BASIS. IND. (1) 1 = Rev. when vacant 2 = Impact of Person 3 = Sup. / SGEG 4 = Sup. / Program 5 = RGEN 6 = Policy Analysis G E G 7 = Equipment Devel. Guide 8 = Agency Use 9 = Agency Use ALPHAS = Agency Use					19. DT. REQ. REC. (6) MO DAY YEAR		20. NTE. DT. (6) MO DAY YEAR		21. POS. ST. BUD (1) Y = Perm N = Other		
22. MAINT. REV. / CLASS. ACT. CD. (2) (1st Digit = Activity and 2nd Digit = Results)											
Normal Act 1 = Desk Audit 2 = Sup. Audit 3 = Paper Rev. 4 = PME / Activity Rev.			Maintenance Review Act 5 = Desk Audit 6 = Sup. Audit 7 = Paper Rev. 8 = Panel Rev.			Results 1 = No Action Req. 2 = Minor PD Change 3 = New PD Req. 4 = Title Change		5 = Series Change 6 = Pos. Upgrade 7 = Pos. Downgrade 8 = New Pos.		9 = Other	
23. DT. EMP. ASN. (6) MO DAY YEAR		24. DT. ABOL. (6) MO DAY YEAR		25. INACT / ACT (1) 1 = Inact. 2 = Act.		26. DT. INACT / REACT (6) MO DAY YEAR		27. ACCTG. STAT. (4) 0020		28. INT. ASN. SER. (4)	29. AGCY. USE (6)
30. CLASSIFIER'S SIGNATURE						31. DATE					
32. REMARKS											

INTRODUCTION

This position is located on the Human Resources Management Staff of the Kansas State Office in Salina, Kansas. The incumbent applies a comprehensive knowledge of human resources management to advise on the full range of life-cycle functions and assist managers throughout the State of Kansas in accomplishing their human resources management responsibilities.

DUTIES

The incumbent serves as the principle program proponent in one or more of the following areas and as supporting subject matter expert in all others:

Provides position management and classification services to managers and employees. Advises employees and managers on the position classification process, and use of the various classification tools such as classification and job grading standards, higher headquarters decisions, and the use of standard job descriptions. Advises on possible classification changes, position or employee impact and associated actions to assure compliance with overall human resource requirements. Conducts position audits, implements new classification guides and standards, and classifies positions.

Manages the merit promotion program and serves as a Delegated Examining Unit Manager. Advises management on recruitment and placement strategies, sources and special programs which support merit system objectives and principles in recruiting for and filling positions. Assists selecting officials in developing crediting plans to identify appropriate levels of knowledge, skills, abilities and other characteristics necessary for the recruitment and placement of internal and external candidates. Assists in developing short and long range staffing plans to support mission requirements. Assesses employee turnover patterns; reviews past recruitment practices, and provides advice on future staffing strategies. Identifies recruitment sources. Provides information to employees and the general public regarding Federal hiring procedures, employment requirements, and related procedures. Counsels current employees regarding their career options.

Announces positions, accepts, reviews, and rates applications; certifies candidates, assists selecting officials with the selection process; and notifies candidates of the results.

Serves as the student employment program manager. Leads the state recruiting team, directing the activity of area recruitment coordinators to ensure appropriate NRCS participation in recruitment activities with high schools, colleges, and agricultural organizations. As the proponent for the recruitment program, ensures it meets short and long-range staffing requirements and Equal Employment Opportunity (EEO) goals and objectives.

Provides advice and assistance in identifying responsibilities, duties, and functions to be performed; on-the-job, on-line, and other training appropriate to each developmental level; and appropriate performance measurements. Orients students and trains training supervisors.

Reviews and updates personnel policies; i.e., General Manual amendments, and correspondence providing statewide procedural instructions on staffing, the Merit Promotion Plan, leave, and other human resources programs. Drafts revisions, and initiates correspondence as necessary. Provides guidance and assistance on interpretation of laws, policy, and regulations pertaining to all aspects of human resources. Drafts informational and training materials for use by others in training employees and supervisors.

Provides advice and assistance on employee relations issues such as discipline, adverse actions, grievances, performance management, employee counseling, and related functions. Gathers background information, recommends appropriate disciplinary actions, and prepares formal correspondence on the full range of disciplinary actions. Advises and assists employees, managers and supervisors regarding grievance procedures and options for conflict resolution. Assures that official case files are properly maintained with complete documentation to support recommended and final action.

Completes a variety of personnel reports by compiling and analyzing statistical data. Coordinates the preparation of the Affirmative Employment Program plan.

Performs other related duties as assigned.

Works within a team concept to develop and implement ways to improve the efficiency, effectiveness, and quality of the products and/or services provided to internal and external customers.

Performs duties in a manner supportive of a safe and healthy work environment, and exercises safety precautions when exposed to dangerous objects, chemicals, extreme temperatures, etc.

Performs duties in a manner which actively supports civil rights policies regarding personnel rules and regulations and delivery of NRCS programs and services without regard to race, color, national origin, religion, sex, age, marital status, or mental or physical handicap.

To perform the above duties, the incumbent must serve as an incidental motor vehicle operator. This may require the operation of a motor vehicle on both public and private roads during daylight hours and occasionally after dark. A valid state driver's license is required.

EVALUATION FACTORS

1. Knowledge Required by the Position

Level 1-7 1250 points

In-depth knowledge of position classification and management in order to classify the full range of positions in Kansas; establish new positions; and clearly explain and defend classification decisions to senior managers, supervisors and employees.

In-depth knowledge of staffing and recruitment authorities, rules, and regulations to fill all positions, including highly specialized one-of-a-kind positions.

Knowledge of special appointing authorities; i.e., handicapped, veterans' readjustment, student employment, etc., in order to expedite the hiring process and obtain goals for a diverse workforce.

The ability to interpret and apply rules, regulations, Merit System Protection Board (MSPB), and judicial decisions, associated with classification, position management, staffing, employee relations, and student education programs in order to provide information, make recommendations, and resolve problems on a wide variety of personnel issues.

Ability to communicate orally and in writing in order to originate official correspondence, gather and analyze facts, explain program requirements, and independently justify decisions and recommendations to supervisors and employees.

Ability to analyze, interpret and apply federal laws and regulations in order to support a wide range of human resource programs and functions including advise to managers and employees.

2. Supervisory Controls

Level 2-4 450 points

The incumbent is under the general supervision of the Human Resources Manager who outlines overall objectives, sets priorities, and deadlines, and provides advice on problems. Work is performed independently.

The incumbent independently plans and carries out most assignments frequently interpreting regulations in order to resolve most conflicts that arise. The incumbent keeps supervisor informed of progress and of potentially controversial matters.

The supervisor reviews completed work for soundness of overall approach, effectiveness in meeting requirements or producing expected results, and feasibility of recommendations. The supervisor does not usually review methods used.

3. Guidelines

Level 3-3 275 points

The employee uses a wide variety of guidelines and references that include but are not limited to the Code of Federal Regulations, Qualifications Standards Handbook, Office of Personnel Management (OPM) Operating Manuals, Position Classification and Qualification Standards Handbooks, General Manual, personnel bulletins, letters, and memorandums.

The incumbent occasionally 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. For example, classifying or recruiting for positions that have no published classification standards, or recommending a non-traditional solution to an informal grievance.

4. Complexity

Level 4-4 225 points

The complexity of the position rests upon the various mixes of human resources functions. Each requires knowledge of a different set of regulations, standards, laws and guidelines. The incumbent supports a wide range of personnel programs and functions.

Exercises independent judgment in addressing wide variety of issues encountered using persuasiveness, imagination and judgment to find solutions and resolve complex, unique and controversial issues or problems. The work requires a high level of analytical skills and an extremely high level of interpersonal skills in order to identify problems, determine cause and effect, and recommend corrective actions or program improvements that may impact a broad range of other programs.

5. Scope and Effect

Level 5-3 150 points

The work involves planning, promulgating, and implementing significant elements of the human resources program for Kansas.

The work affects the ability of managers, supervisors, and employees to meet their responsibilities. It affects the timely performance of agency activities and delivery of agency services to the public.

6. Personal Contacts

Level 2B 75 points

7. Purpose of Contacts

Personal contacts are with managers, supervisors and employees in the state; human resource officials at the national level and in other states, with OPM and other federal agencies; and non-federal individuals and groups, such as employment offices, handicapped associations, representatives of secondary schools and colleges, etc. Contacts vary in content, and role, authority and purpose must be established during the contact.

The purpose of these contacts is to explain intent, purposes, and requirements of the personnel program to management, supervisors, employees and non-federal individuals and groups and to obtain their support. Contacts are also to explain and defend classification, staffing, and employee relations decisions.

8. Physical Demands

Level 8-1 5 points

The work is primarily sedentary with some walking, bending, carrying of light items, etc.

9. Work Environment

Level 9-1 5 points

Work is generally performed in an office setting.

This position is determined to be exempt from the provisions of FLSA.