

**Federal Maritime Commission
Director of Human Resources, GS-0201-14/15
Occupational Assessment Questionnaire**

Vacancy Announcement Number: 2013-03

Name: _____

SECTION I. THIS SECTION RELATES TO MINIMUM QUALIFICATIONS FOR THE POSITION.

Carefully read the following descriptions of experience. Select the one that best describes your qualifications for the Director of Human Resources, GS-0201-14 position. Make sure your application supports the responses that you select. You must address the specific specialized experience required for this position on your application or you will be rated "ineligible." Your application must include the average hours worked per week. Mark only 1 response.

- A. I have at least 52 weeks of specialized experience equivalent in difficulty and complexity to the GS-13 grade level. Specialized experience is experience that is in or directly related to the line of work of the position to be filled, and that has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position. (There is no substitution of education for experience at the GS-13 grade level).
- B. My experience is not reflected in the above statement.

Carefully read the following descriptions of experience. Select the one that best describes your qualifications for the Director of Human Resources, GS-0201-15 position. Make sure your application supports the response that you select. You must address the specific specialized experience required for this position on your application or you will be rated "ineligible." Your application must include the average hours worked per week. Mark only 1 response.

- A. I have at least 52 weeks of specialized experience equivalent in difficulty and complexity to the GS-14 grade level. Specialized experience is experience that is in or directly related to the line of work of the position to be filled, and that has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position. (There is no substitution of education for experience at the GS-14 grade level).
- B. My experience is not reflected in the above statement.

SECTION II. THIS SECTION RELATES TO THE QUALITY OF YOUR EXPERIENCE AND THE EXTENT TO WHICH YOU POSSESS THE COMPETENCIES REQUIRED FOR THE POSITION. FOR EACH TASK IN THE FOLLOWING GROUP, CHOOSE THE STATEMENT FROM THE LIST BELOW THAT BEST DESCRIBES YOUR EXPERIENCE, EDUCATION, AND/OR TRAINING. PLEASE SELECT ONLY ONE LETTER FOR EACH ITEM.

RESPONSE DESCRIPTIONS:

- A. I have no education, training, or experience related to performing this task.
- B. I have had education or training in performing the task, but have not yet performed it on the job.
- C. I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.
- D. I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.
- E. I have supervised performance of this task or I am normally the person who is consulted by other workers to assist them in doing this task because of my expertise.

Technical Competence (A)

Mastery knowledge and skill in applying rules, regulations, practices and procedures in order to serve as a strategic advisor in position classification, compensation, recruitment/ placement, and human resource development.

Position Classification

Competency Definition: Knowledge of classification concepts, principles, and practices related to structuring organizations and positions and determining the appropriate pay system, occupational grouping, title, and pay level of positions.

Questions	A	B	C	D	E
Serves as the resident expert and chief advisor and applies knowledge in overseeing and setting the strategic direction of the position classification program.					
Oversees and develops plans for the reorganization of agency functions and the deployment of human capital.					
Translates projected reorganization alternatives into their respective implications, consequences, and overall effect on the agency's mission and the human resources program.					

Compensation

Competency Definition: Knowledge of compensation concepts, principles, and practices, including pay and leave administration and compensation flexibilities.

Questions	A	B	C	D	E
Serves as the resident expert and chief advisor on compensation concepts, rules, and regulations, including pay and leave administration.					
Interprets and applies Federal laws, regulations, and Executive Orders and advises managers and employees regarding compensation concepts, principles and practices, including pay and leave administration and compensation flexibilities.					
Oversees the application and implementation of compensation and leave administration practices, including advising managers and employees on compensation and leave administration policies and flexibilities.					

Recruitment/Placement

Competency Definition: Knowledge of HR concepts, principles, and practices related to identifying, attracting, and selecting individuals and placing them into positions to address changing organizational needs.

Questions	A	B	C	D	E
Serves as the resident expert and chief advisor and sets the strategic direction of the recruitment and placement program.					
Interprets and applies Federal laws, regulations, and Executive Orders and advises hiring managers on recruitment and placement strategies, hiring flexibilities, and special appointing authorities related to staffing positions under merit promotion and delegated examining procedures for competitive and excepted service positions.					

Questions	A	B	C	D	E
Oversees the process of job analysis and assistance provided to hiring managers in the development of occupational assessment questionnaires, vacancy announcements, structured interview questions, and other documentation necessary for the recruitment and placement process.					

Human Resource Development

Competency Definition: Knowledge of employee development concepts, principles, and practices related to planning, evaluating, and administering training, organizational development, and career development initiatives.

Questions	A	B	C	D	E
Serves as the resident expert and chief advisor and sets the strategic direction of the human resource development program.					
Interprets and applies Federal laws, regulations, and Executive Orders in order to advise managers and employees and to oversee a variety of operational tasks related to the administration of employee development and training projects.					
Provides consultation and advice to managers and employees concerning innovative human resource development and training activities.					

Technical Competence (B)

Mastery knowledge and skill in applying rules, regulations, practices and procedures in order to serve as a strategic advisor in employee benefits, employee relations, performance management, and executive services.

Employee Benefits

Competency Definition: Knowledge of HR concepts, principles, and practices related to retirement, insurance, injury compensation, and other employee benefits programs.

Questions	A	B	C	D	E
Serves as the resident expert and chief advisor and sets the strategic direction of employee benefits programs such as retirement, health and life insurance, injury compensation, and the thrift savings plan.					
Interprets and applies Federal laws, regulations, and Executive Orders in order to advise managers and employees regarding employee benefits programs.					
Oversees administration of employee benefits programs, including the provision of sound guidance and advice to managers and employees.					

Employee Relations

Competency Definition: Knowledge of laws, rules, regulations, case law, principles, and practices related to employee conduct, performance, and dispute resolution.

Questions	A	B	C	D	E
Serves as the resident expert and chief advisor and oversees the administration of the employee relations program, including providing advice and guidance regarding workforce discipline and adverse actions.					
Interprets and applies Federal laws, regulations, and Executive Orders in order to advise managers and employees regarding employee relations.					
Oversees the agency personnel security program and ensures the conduct of suitability and security investigations, suitability reviews, and adjudicative actions.					

Performance Management

Competency Definition: Knowledge of performance management concepts, principles, and practices related to planning, monitoring, rating, and rewarding employee performance.

Questions	A	B	C	D	E
Serves as the resident expert and chief advisor and sets the strategic direction of performance management and recognition.					
Interprets and applies Federal laws, regulations, and Executive Orders in order to advise managers and employees regarding performance management concepts, principles, and practices associated with the planning, monitoring, rating, and rewarding of employee performance.					
Oversees agency performance management and recognition systems including providing advice to managers and employees regarding performance plans, job-specific performance expectations, and employee recognition.					

Executive Services

Competency Definition: Knowledge of laws, rules, regulations, case law, principles, and practices, as well as the basic concepts, principles and theories unique to the HR management of Federal senior executives.

Questions	A	B	C	D	E
Serves as the resident expert and chief advisor in providing advice and guidance regarding HR management of Federal senior executives.					
Coordinates with senior management, OPM executive resources staff, and internal Boards (e.g., Executive Resources Board, Performance Review Board) on matters related to executive resource management, including position management, staffing, training and development, performance management, and compensation.					

Accountability

Competency Definition: Holds self and others accountable for measurable high-quality, timely, and cost-effective results. Determines objectives, sets priorities, and delegates work. Accepts responsibility for mistakes. Complies with established control systems and rules.

Questions	A	B	C	D	E
Provides advice, guidance, and insight throughout the agency on specific HR programs to agency employees.					
Plans work to be accomplished by staff members, sets and adjusts short-term priorities, and prepares schedules for completion of work, as well as providing advice, counsel, or instruction on both work and administrative matters.					
Identifies development and training needs of employees, and provides or arranges for needed development and training.					
Analyzes work production and determines if assignments should be managed by contract performance and develops proposals and the rationale for the additional support.					

Decision Making

Competency Definition: Makes sound, well-informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals; causes change.

Questions	A	B	C	D	E
Provides advice on regulatory and legal requirements of HR programs; participates in meetings to promote acceptance of programs and management initiatives; and strives to identify and eradicate underlying issues and problems which adversely impact program operations.					
Analyzes proposed changes in regulations, assesses the impact on HR program requirements, and advises managers on the most effective management of human capital.					
Works closely with and provides advisory services to managers and employees on a variety of HR matters and provides management with options and recommendations for effective program operations.					
Guides senior leaders in the strategic management of human capital, including recommending solutions to complex HR-related issues and problems, implementing and periodically reviewing and revising the agency Human Capital, Workforce Planning, Solutions Implementation, and Succession Management Plans.					

Policy

Competency Definition: Expert knowledge of laws, rules, regulations, case law, principles, and practices related to one or more of the HR specialty areas.

Questions	A	B	C	D	E
Oversees the revision of policy statements and procedural guidance (i.e., drafts and revises agency Orders, Directives, and Standard Operating Procedures); and advises supervisors and employees of agency policies, procedural requirements, specific provisions of applicable guidelines and available services.					
Applies expert knowledge of Federal human resources law, policies, regulations, and procedures to provide agency-wide advisory services and conduct program evaluation and policy development functions.					
Prepares agency comments and drafts new or revised policies and/or procedures, as required by published changes to regulations; identifies the need for new or revised policies, practices, and/or standard operating procedures.					

Workforce Planning

Competency Definition: Knowledge of HR concepts, principles, and practices related to determining workload projections and current and future competency gaps to align human capital with organizational goals.

Develops plans for the reorganization of agency functions and the deployment of human capital and translates projected reorganization alternatives into their respective implications, consequences, and overall effect on the agency's mission and the human resources program.					
Serves as a senior advisor and manages human capital action strategies pursuant to the agency's Human Capital Plan; briefs management on workforce and succession planning; and provides advice and assistance regarding organizational and future staffing needs.					
Analyzes trends and forecasts changes in workforce requirements that will meet future agency mission demands and develops and participates in implementation of policy on workforce rightsizing and reshaping.					

Writing

Competency Definition: Recognizes or uses correct English grammar, punctuation, and spelling; communicates information (for example, facts, ideas, or messages) in a succinct and organized manner; produces written information, which may include technical material that is appropriate for the intended audience.

Questions	A	B	C	D	E
Oversees and prepares various reports within assigned areas, compiles statistical information, and develops narrative summaries of various subjects.					
Develops and revises assigned agency administrative policies and procedures pertaining to various HR disciplines and writes material for briefings and reports which explain how HR-related laws, regulations, precedents, and practices are applied or interpreted.					
Composes correspondence for diverse audiences on various HR topics.					