

**Federal Maritime Commission
Office of Human Resources**

**Human Resources Specialist, GS-0201-13
Occupational/Assessment Questionnaire**

Name: _____

Vacancy Announcement Number: 2012-08

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

Carefully read the following descriptions of experience and education. Select the one that best describes your qualifications for the Human Resources Specialist, GS-201-13. 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-12 grade level or higher in the Federal Service. 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.

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.

- 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 am normally the person who is consulted by other workers to assist them in doing this task because of my expertise.

Competency: Technical Competence (Position Management and Classification)

Competency Definition: Mastery knowledge of and skill in applying 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.

1. Completes a variety of complex HR operational tasks as an expert in position management and classification.
2. Assists the Director in implementing and administering the position classification program, ensuring agency-wide classification accuracy and consistency, and providing authoritative advice and guidance to managers and supervisors on all aspects of the position classification system, position management and organizational design.

3. Reviews, analyzes, and advises management on the appropriate classification of new positions and changes in existing positions.
4. Evaluates positions against established standards and guides to determine the appropriate classification for each position reviewed. Classifies positions by assigning pay plan, title, series, grade and other characteristics to positions. As necessary, conducts desk audits. Writes evaluation statements explaining the basis for classification decisions by comparing position characteristics with applicable classification criteria. Participates in ad hoc and cyclical annual review of positions, as assigned.

Competency: Technical Competence (Recruitment/Placement)

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

1. Plans and manages recruitment and placement strategies for assigned actions and completes a variety of complex HR operational tasks as an expert in recruitment/placement.
2. Interprets and apply Federal laws, regulations, and Executive Orders and advises hiring managers on recruitment and placement strategies, hiring flexibilities, use of non-competitive sources, and special appointing authorities related to staffing positions under competitive and excepted service appointing authorities.
3. Conducts job analyses and assists hiring managers in developing vacancy announcements, crediting plans, occupational assessment questionnaires, structured interview questions, and other documentation necessary for the recruitment and placement of well-qualified candidates in internal or external competitive staffing actions.
4. Coordinates with OPM and, as a DEU-certified expert, interprets and applies Delegated Examining Unit rules, regulations, and procedures applicable to Federal recruitment and placement operations, including adjudicating veterans' preference, auditing delegated examining certificates and ensuring selection in accordance with competitive examining laws, rules, regulations, and FMC's *Category Rating* policy.
5. Receives and reviews applications submitted in response to published merit promotion announcements. Evaluates qualifications of applicants, conducts merit promotion panels, prepares selection certificates and refers merit promotion and noncompetitive eligibles for consideration, in accordance with FMC *Merit Staffing* and *Category Rating* policies. Provides timely notifications to applicants concerning the status or outcome of recruitment activities.

Competency: Technical Competence (Human Resource Development)

Competency Definition: Mastery knowledge of and skill in applying employee development concepts, principles, and practices related to planning, evaluating, and administering training, organizational development, and career development initiatives.

1. Completes a variety of complex HR operational tasks as an expert in human resource development.
2. Participates in the administration of employee development and training programs. Provides consultation and advice to management and employees concerning innovative human resource development functions, including organizational training needs/skills assessment and career development. Identifies and recommends specialized training sources, and initiates optional training venues or methods.
3. Assists employees and managers in preparing training requests and recommends appropriate training courses or vendors for training. Reviews requests for training for pertinent information; registers employees for training courses/programs; assesses effectiveness of training courses and programs; attends meetings and conferences related to employee development; and maintains training records and files. Coordinates with OPM officials on EHRI and the electronic submission of training data.
4. Participates in the administration of government-wide and internal leadership programs, e.g., Presidential Management Fellows, Senior Executive Service Candidate Development, Emerging Leaders, etc.

Competency: Technical Competence (Compensation, Employee Benefits, Performance, and Employee Relations)

Competency Definition: Expert knowledge of, and skill in applying, the advanced concepts, principles, regulations, practices and procedures of related HR disciplines (Compensation, Employee Benefits, Performance, and Employee Relations).

1. Compensation: Applies expert knowledge of compensation concepts, principles, and practices, including pay and leave administration and performs a variety of HR operational tasks. (Applies knowledge of pay administration regulations and policies and makes pay-setting decisions for General Schedule and other pay systems. Understands and applies rules regarding basic pay setting, locality pay, special rates, back pay, pay limitations, premium pay, grade and pay retention, severance pay, recruitment, relocation, and retention incentives, and cost-of-living allowances. Applies Government-wide regulations and policies on the administration of leave, including the Family and Medical Leave Act, family-friendly leave policies, annual leave, sick leave, and other leave categories, and time off for special circumstances, e.g., early dismissal or closure for weather emergencies.)

2. Employee Benefits: Applies expert knowledge of HR concepts, principles, and practices related to employee benefits including retirement, insurance, injury compensation, and other employee benefits programs and performs a variety of HR operational tasks. (Counsels employees, survivors and applicants on benefits and retirement (e.g., on TSP, FEHB, FEGLI, and FLTC programs and optional, voluntary early, discontinued service and disability retirement). Determines employee benefit entitlements; calculates retirement estimates and processes employee retirements; assists in the completion of benefit forms; develops benefits program procedural guidance; researches and provides advice regarding sensitive and complex retirement/benefits issues (e.g. FERCCA, changes in FEHB coverage, VERA/VSIP, death benefits, etc.), and provides guidance and assistance related to workplace injuries and worker compensation claims.)

3. Performance: Applies expert knowledge of performance management concepts, principles, and practices related to planning, monitoring, rating, and rewarding employee performance and performs a variety of HR operational tasks. (Provides advice, technical assistance, and policy guidance to supervisory and management officials concerning all areas of performance management. Participates in performance management and recognition activities including drafting critical elements and performance standards, reviewing and auditing performance appraisals received, preparing award documents and recommendations, and counseling employees and managers on related issues.)

4. Employee Relations: Applies expert knowledge of employee relations laws, rules, regulations, case law, principles, and practices related to employee conduct and performance and performs a variety of HR operational tasks. (Counsels employees and management officials regarding grievances, disciplinary actions, and work-related problems. Provides advice to managers and ensures compliance with regulations and procedural guidelines governing employee relations issues. Prepares and reviews proposed disciplinary and/or adverse actions.)

Competency: 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.

1. Participates as a senior consultant in designing and planning a future workforce that is responsive to potential dynamic changes in mission and business practices.
2. Assists the Director in carrying out 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.
3. Analyzes trends and forecasts changes in workforce requirements that will meet future agency mission demands.
4. Develops and participates in implementation of policy on workforce rightsizing and reshaping.

Competency: Client Engagement/Change Management

Competency Definition: Knowledge of the impact of change on people, processes, procedures, leadership, and organizational culture; knowledge of change management principles, strategies, and techniques required for effectively planning, implementing, and evaluating change in the organization.

1. Develops new programs and enhances existing programs to improve effectiveness and adapt to agency needs.
2. Conducts agency-wide and intra-agency studies of occupations, personnel policies, programs, and practices.
3. Reviews and evaluates existing human resources programs in terms of overall effectiveness, and reports findings, proposes corrective actions, and/or makes appropriate recommendations for changes in policies, procedures and techniques to address dynamics in pertinent human resources disciplines.

Competency: Problem Solving

Competency Definition: Identifies problems; determines accuracy and relevance of information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

1. Plans, initiates, and conducts surveys to determine the effectiveness of personnel policies and programs.
2. Reports findings, proposes corrective actions and/or makes appropriate recommendations to the Director for changes in policies, procedures and techniques.
3. Reviews interim and proposed regulations to determine their applicability to FMC human resources policies and procedures.

Competency: Policy

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

1. Participates in revising policy statements and procedural guidance (i.e., drafts and revises Commission Orders, Managing Directives, and Standard Operating Procedures). Advises employees and supervisors of agency policies, procedural requirements, specific provisions of applicable guidelines and available services.
2. 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.
3. Recommends agency comments and drafts new or revised policies and/or procedures, as required by published changes to regulations.

Competency: Customer Service

Competency Definition: Works with clients and customers (that is, any individuals who use or receive the services or products that your work unit produces, including the general public, individuals who work in the agency, other agencies, or organizations outside the Government) to assess their needs, provide information or assistance, resolve their problems, or satisfy their expectations; knows about available products and services; is committed to providing quality products and services.

1. Provides advisory services to customers at all organizational levels on especially complex issues or problems involving the assigned range of HR disciplines.
2. Influences and persuades staff officials and managers to accept and implement study findings and recommendations.
3. Represents the Director and serves as human resources spokesperson in selected dealings with other Federal agencies and outside organizations.
4. Attends conferences, seminars, and meetings with individuals and groups internal and external to the FMC.

Competency: 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.

1. Prepares or oversees the preparation of various reports within assigned areas. Compiles statistical information and develops narrative summaries of accomplishments for inclusion in affirmative employment and related reports.
2. Develops and revises assigned agency administrative policies and procedures pertaining to various HR disciplines.
Writes briefings and reports which explain how HR-related laws, regulations, precedents, and practices are applied or interpreted.
3. Composes correspondence in response to inquiries relating to HR programs and policies.