

**REASON FOR THIS POSITION**

1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER
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**POSITION DESCRIPTION COVER SHEET****RECOMMENDED**

4. TITLE	5. PAY PLAN	6. SERIES	7. GRADE
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8. WORKING TITLE Area Human Resources and Outreach Coordinator	9. INCUMBENT (Optional)
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**OFFICIAL**

10. TITLE  
Human Resources and Outreach Coordinator

11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE	16. I/A	17. CLASSIFIER
GS	0301		09	MONTH/DAY/YEAR 4/22/02	YES NO	MS

**18. ORGANIZATIONAL STRUCTURE (Agency/Bureau)**

1st	5th
2nd	6th
3rd	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 continue 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	1-6	950	6. Personal Contacts	6-2	25
2. Supervisory Controls	2-3	275	7. Purpose of Contacts	7-2	50
3. Guidelines	3-3	275	8. Physical Demands	8-1	5
4. Complexity	4-3	150	9. Work Environment	9-1	5
5. Scope and Effect	5-3	150	<b>27. TOTAL POINTS</b>		27. 1885
Grade based on PCS for the Equal Employment Opportunity Series, GS-260 (TS-49, dtd 11/80)				<b>28. GRADE</b>	28. 09

**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 /S/ MARILYN STETKA	30. Date 4/22/02
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31. Name and Title: Marilyn Stetka, Human Resources Specialist (Classification)

32. Remarks FSLA: E No Known Promotion Potential Standard Job#301-09	33. OPM Certification Number
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# MASTER RECORD/INDIVIDUAL POSITION DATA

*THIS SIDE TO BE COMPLETED BY THE CLASSIFIER*

<b>A. KEY DATA</b>					
1. FUNCTION (1)	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2)	6. IP NO. (8)
A/C/D//R				09	

<b>B. MASTER RECORD</b>																	
1. PAY	2. OCC.SER (4)	3. OCC FUNC.	4. OFF. TITLE CD	5. OFF. TITLE (38)													
GS	0301		9999	HUMAN RESOURCES & OUTREACH COORD													
6. HQ.FLD.CD. (1)		7. SUP.CD. (1)			8. CLASS STD. CD. (1)			9. INTERDIS. CD. (1)		10. DT. CLASS (6)							
1=HQ 2=FLD		8 1=Sup. SGEG 3=Mgr. SGEG 4=Sup. CSRA			X=New Std. Applied Blank=NA			N=NO Y=Interdis		MO DA YEAR 04 22 02							
11. EARLY RET. CD. (1)			12. INACT/ACT (1)			13. DT. ABOL. (6)			14. DT.INACT/REACT (6)			15. AGCY. USE (10)					
1=Primary 2=Secondary			3=Foreign Svc. Blank=NA			A I=Inactive A=Active			MO DAY YEAR			MO DAY YEAR			MO DAY YEAR		
16. INTERDIS. SER. (40)																	
(4)		(4)		(4)		(4)		(4)		(4)		(4)		(4)			
17. INTERDIS. TITLE CD. (50)																	
(5)		(5)		(5)		(5)		(5)		(5)		(5)		(5)			

<b>C. INDIVIDUAL POSITION</b>																									
1. FLSA CD. (1)		2. FIN. DIS. REQ. (1)				3. POS. SCHED. (1)				4. POS. SENS. (1)				5. COMP. LEV. (4)											
E E=Exempt N=Nonexempt		0 N 0=None 1=CD 219 3=SF 278 4=AD 392				A=Sched A B=Sched B				0=Excepted but not A, B, C				1N N 0=Nonsensitive 1=Noncritical		09PA									
6. WK. TITLE CD. (4)				7. WK TITLE (38)																					
8. ORG. STR. CD. (18)								9. VAC. REV. CD. (1)																	
1st		2nd		3rd		4th		5th		6th		7th		8th		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)		13. DUTY STATION (9)				14. BUS. CD. (4)		15. DT. LST. AUDIT (6)		16. PAS. IND. (1)		17. DATE EST. (6)									
09				Blank=N/A Y=Yes		State (2)		City(4)		Cnty(3)		MO DAY YEAR		Blank=N/A 1=PAS		MO DAY YEAR 04 22 02									
18. GD. BASIS. IND. (1)						19. DT. REQ. REC. (6)				20. NTE. DT. (6)		21. POS. ST.													
1=Rev. when vacant 2=Impact of Person 3=Sup./SGEG		4=Sup./Program 5=RREG 6=Policy Analysis GEG		7=Equipment Devel. Guide 8=Agency Use 9=Agency Use		ALPHAS = Agency Use				MO DAY YEAR		MO DAY YEAR		Y=Perm N=Other											
22. MAINT. REV./CLASS. ACT. CD.(2) (1st Digit = Activity and 2nd Digit = Results)																									
<b>Normal Act</b> 1=Desk Audit 2=Sup. Audit 3=Paper Rev.				<b>Maintenance Review Act</b> 5=Desk Audi 6=Sup. Audit 7=Paper Rev.				<b>Results</b> 1=No Action Req. 2=Minor PD Change 3=New PD Req.				5=Series Change 6=Pos. Upgrade 7=Pos. Downgrade		9=Other											
23. DT. EMP. ASGN. (6)			24. DT. ABOL. (6)			25. INACT/ACT (1)			26. DT. INACT/REACT (6)			27. ACCTG. STAT. (4)		28. INT. ASGN. SER. (4)		29. AGCY. USE (8)									
MO DAY YEAR			MO DAY YEAR			A 1=Inact. 2=Act.			MO DAY YEAR																
30. CLASSIFIER'S SIGNATURE										31. DATE															
32. REMARKS																									
Standard Job #301-09																									

**Human Resources and Outreach Coordinator  
GS-301-09**

**Standard Job #0301-09**

**A. INTRODUCTION**

This position is located in the **(Specific Area)** Area Administrative Office, **(City/State)** .  
The purpose of this position is to support recruitment and outreach, and assist the Area Administrative Officer (AAO) and the Area Director (AD) implement other human resources and diversity initiatives outlined in the USDA Civil Rights Action Team Report.

The incumbent is responsible to the Area Administrative Officer for coordinating and providing technical guidance on personnel related matters, and conducting analysis of recruitment barriers in the Area, that is, barriers that prevent recruitment of a diverse workforce, in line with USDA's CRAT/CRIT initiatives and performance standards for Civil Rights. Serves in a liaison capacity between, HRD, the Area Office, and the locations so that human resources information is applied within the Area according to the requirements of that Area Office. These duties are performed for ( %) of their time.

Duties in conjunction with the EEO manager who is **(co-located or located in City/State)** involve active participation in the promotion, administration, and evaluation of EEO activities and recruitment/outreach for the Area. These duties are performed for ( %) of their time.

**B. MAJOR DUTIES**

Provides onsite personnel services for the Office of the AD and the Area Administrative Office including advice and assistance on proper preparation of position descriptions, documentation in support of appointments including term, temporary, and student appointments. Ensures that documents that require Area Director approval, i.e., recruitment incentives, contain adequate justification in accordance with REE P&P's. Provides advice on information on benefits associated with Federal employment, information on pay and leave, employee development and training. Conducts orientation sessions for new employees.

Maintains up-to-date Position Staffing Plans (PSPs), listings of SY and other vacancies, and delegations of personnel authority for the use of the AD. Reviews deviations from the approved PSP's including requests for establishment of new positions and accretion of duties promotions. Makes recommendations as appropriate to the AD.

Coordinates annual performance appraisals and awards for the Area. Provides Area specific instructions, distributes appraisals and monitors deadlines. Reviews completed performance appraisals and advises on correct documentation for awards.

Provides LAO's with information to perform their personnel responsibilities most efficiently and to keep their employees informed; e.g., not-to-exceed date lists; rosters of employees, position organization

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listings; compensatory time information; details for various benefits open seasons how-to-use directions; newsletter information; new forms; and procedures. The information provided is from a field perspective so that LAOs do not individually have to create this information on their own.

By review of ARMPS documents, advises the AD, AAO, and RL's on positions which may be suitable for employment programs that are not receiving an adequate level of participation including welfare to work, part time employment/job sharing, career enhancement and other similar programs and initiatives. Helps to identify positions for which special recruitment efforts are needed.

Serves as contact for information on student employment programs (including types of student authorities that are available), handicapped authorities, and the documentation required for these types of appointments.

Serves as Area Selective Placement Representative. Assists in locating qualified disabled applicants for permanent positions by establishing contacts with Vocational Rehabilitation Centers and organizations representing disabled persons. Plans and organizes activities associated with National Disabled Employment Awareness (NDEA) month.

Coordinates the Summer Employment Program for the Area, coordinating announcements and selections with HRD. Implements the Workforce Recruitment Program for College Students with Disabilities, the Teacher Research Fellowship Program, Research Apprenticeship and Summer Intern Programs. Issues procedural instructions to Locations to supplement those provided by the HRD or Civil Rights Staff.

Exercises appointment authority delegated under L/A authority - announces positions as needed, assures applications are complete, determines qualifications, and completes necessary documents for bringing employees on board under this authority.

Based on discussions with the AAO and/or Area Director, prepares (or instructs Locations to prepare), and forwards all requests for organizational changes to the HRD; maintains contact with HRD on status of the request, and advises Area management of effective dates, new organizational codes, and SF-52's required to effect the resulting personnel actions.

Serves as Area outreach coordinator and liaison with HRD staff. Validates Area list of certified recruiters and recommends Area employee to represent the agency at specific Job Fairs and Career Days. Provides training to new Agency recruiters on their roles and responsibilities at Job Fairs. Personally represents REE agencies at scientific meetings, job fairs, and conferences primarily within their Area.

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Works with HRD staff in developing new recruiting materials such as table displays and refining existing publications. Coordinates the transfer of these materials to Area employees for upcoming events. Based on knowledge of current and impending Area vacancies, refers solicited applications to Area supervisors and managers.

Participates with the EEO Manager in directing the Affirmative Employment Program (AEP) for the Area. Provides input in planning, organizing, directing, coordinating, and executing the Area's EEO activities. Consolidates information for reports relating to the Area's Equal Employment Opportunity (EEO) programs including but not limited to FEORP, AEP, and Persons with Disabilities Report, Quarterly Civil Rights Self- Assessment Report, Quarterly Civil Rights Staff Report, and yearly EEOC Report. Serves as a member of the Area Workforce Diversity Committee.

Participates in defining overall equal opportunity problem areas and barriers, identifies reasons for the problems, and makes specific recommendations to remedy the problems and barriers. Analyzes management practices, organization structures, employment patterns, and lines of progression to determine their impact on providing equal opportunities.

After analysis by the EEO Manager, helps implement Area/ Center/ Location Affirmative Employment Program Plans in accordance with appropriate agency, Departmental, and EEOC instructions. Advises Area managers on implementation strategies. Coordinates the efforts of others and monitors success in meeting goals. Advises the Area/Center Directors/Location Coordinators on specific employment data, analyzes statistical information on gains and losses in targeted occupations, citing probable causes for successes/failures.

Conducts staff level studies, initiates and carries out projects, advises on EEO Program activities, participates in planning activities with EEO and other program officials in headquarters and the field.

Proposes plans and procedures for the implementation and direction of specific special emphasis programs including for the Area such as the federal Women's Program and the Hispanic Employment, veterans, welfare to work, and handicapped programs. Provides guidance/assistance to local Civil Rights Advisory Committees in preparing programs, identifying speakers, procuring posters and other needed materials.

Establishes and maintains recruitment contacts with universities in the Area particularly with 1890 and HACU's. Also serves as local contact person with high school, college, and university placement offices (for student employment), and with handicapped and minority organizations.

Provides training on sexual harassment, civil rights or any new training initiatives in these or related areas.

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*May serve as a mediator to resolve workplace disputes in accordance with Presidential initiatives to promote greater use of mediation and other alternative dispute resolution techniques.*

*May serve as coordinator for mentoring and shadowing programs for the Area.  
May serve as Area Quality Coordinator by overseeing the quality efforts of the Area. Provides guidance to the Area Quality Board in assessing the needs of AFM and chartering quality improvement teams. Serves as liaison between the Quality Board and the AAO.*

*May serve as the Area coordinator for the automated time and attendance (T&A) system, including responsibility for T&A error correction (TINQ).*

*May provides information on pay matters, including continuation of pay, related to OWCP. Works with the Area Safety and Health Manager on OWCP cases, as needed.*

Exercises technical and administrative supervision over **(specify)** .  
The incumbent assigns work and established performance standards, reviews work in progress or upon completion to assess the quality and quantity of work produced, and takes corrective action when required. Informs employee about the policies, procedures, and practices of ARS as they related to the work of the unit. Provides training and evaluates the employee's performance. Approves leave; recommends promotion, reassignment, and/or selection.

**C. EVALUATION FACTORS**

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

Knowledge of the ARS organizational structure including the assignment of organizational functions, nature of mission, and the composition of the work force, demographically and by occupation.

Knowledge of Federal personnel administration, policies and practices including position classification, recruitment, selection, benefits, awards, training, pay and leave to initiate and coordinate the filling of a variety of recurring vacancies, to answer questions, and solve problems.

Knowledge of staffing operations and principles and basic examining procedures to employ students and temporaries under delegated authority and to explain benefits associated with Federal employment.

Knowledge of Federal EEO principles, laws, concepts, regulations, and policies to participate in implementing and evaluating the EEO program.

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Thorough understanding of the kinds of management actions and employment practices and conditions that constitute barriers to equal employment opportunity (such as, improper supervisory practices) in order to develop staff recommendations to management.

Ability to interpret applicable laws, regulations, precedents, and agency directives concerning EEO and personnel programs.

Ability to analyze problems to identify significant factors, gather pertinent data, and recognize solutions.

Skill in oral and written communication to make presentations, conduct training seminars, prepare reports of findings, and represent the REE agencies in conjunction with a formal recruitment program.

**Factor 2. Supervisory Controls**

The AAO, in consultation with the EEO Manager, provides general objectives of the work, the nature of the duties, and priorities. The AAO mediates controversies and is available for guidance in dealing with situations for which there are no clear cut precedents.

For the EEO duties, the incumbent participates in planning and organizing the program, plans, and performs day-to-day work. For personnel related work, the incumbent plans and completes tasks independently in consideration of established objectives and priorities.

The work is reviewed in terms of achievement of overall appropriateness and conformity with EEO and human resources policies and regulations. The EEO Manager provides input to the AAO on the performance of EEO, outreach and related functions.

**Factor 3. Guidelines and Originality**

Guidelines include laws, regulations, and government-wide policies governing EEO and human resources management. Additionally, classification and qualification standards and agency P&P's are utilized.

Guidelines are often general and do not exactly apply. The incumbent uses considerable judgment and ingenuity in interpreting guidelines to programs or individual cases.

**Factor 4. Complexity**

Duties include participating in planning, coordinating, and evaluating EEO program activities and personnel-related support services to the Area. The programs focus on identifying and changing

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significant policies and practices to eliminate barriers to EEO and providing an Area focal point on personnel issues.

Deals with matters such as under-representation of minorities and women in professional and managerial positions; career mobility and full utilization of skills in lower and middle level positions; exploration of sources for recruitment for managerial and professional positions; limited numbers in the labor market; and part-time employment. Advisory recommendations include the underlying causes of problems.

Decisions regarding what needs to be done are based on knowledge and analysis of the workforce and agency policies and practices that affect employment. Decisions are made in context of conflicts between existing management policies and practices and EEO program requirements, and the need to set priorities. The work requires a high degree of judgment in establishing the direction and priorities of the program and in deciding and recommending actions to achieve maximum results throughout the assigned Area.

**Factor 5. Scope and Effect**

Participates in resolution of complex equal employment opportunity problems through systematic fact finding, analysis, and consulting efforts. Also provides a variety of personnel services for employees within the Area.

The results influence the overall adequacy of the EEO and personnel programs in the Area and the equal employment opportunities of agency employees and job applicants.

**Factor 6. Personal Contacts**

Personal contacts are with Research Leaders, individual employees, union representatives, administrative staffs within the Area and ARS Headquarters. Additional contacts outside of the agency include the community, colleges and universities, and other public and private groups.

**Factor 7. Purpose of Contacts**

The purpose of contacts is to obtain agreement and/or necessary action concerning employment policies and personnel issues, to negotiate changes in employment practices affecting opportunities of agency employees, and to advise and assist supervisors, managers, and employees on a wide variety of personnel matters.

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**Factor 8. Physical Demands**

The work is primarily sedentary. Some walking, standing, bending, and carrying of light items such as books and papers may be required. The position involves a moderate amount of travel and a motor vehicle license.

**Factor 9. Work Environment**

The work is performed in an office setting. The work includes the everyday risks and discomforts typical of offices and meeting rooms.

**D. Other Considerations (Check if applicable)**

- Supervisory Responsibilities (EEO Statement)
- Training Activities - Career Intern, Student Career Experience Program
- Motor Vehicle or Commercial Driver's License Required
- Pesticide Applicators License Required
- Safety/Radiological Safety Collateral Duties
- EEO Collateral Duties
- Drug Test Required
- Vaccine(s) Required
- Financial Disclosure Required
- Special Physical Requirements/Demands
- Other: \_\_\_\_\_