

REASON FOR THIS POSITION		
1. NEW	2. IDENTICAL ADDITION TO THE ESTABLISHED PD NUMBER	3. REPLACES PD NUMBER

**POSITION DESCRIPTION COVER SHEET**

RECOMMENDED				
4. TITLE		5. PAY PLAN	6. SERIES	7. GRADE
8. WORKING TITLE		9. INCUMBENT (Optional)		

OFFICIAL						
10. TITLE Human Resources Assistant (Office Automation)						
11. PP	12. SERIES	13. FUNC	14. GRADE	15. DATE	16. I/A	17. CLASSIFIER
GS	203		05	MONTH/DAY/YEAR	YES	NO
				4/22/02		

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	1-3	350	6. Personal Contacts	2	
2. Supervisory Controls	2-2	125	7. Purpose of Contacts	B	75
3. Guidelines	3-2	125	8. Physical Demands	8-1	5
4. Complexity	4-3	150	9. Work Environment	9-1	5
5. Scope and Effect	5-2	75	27. TOTAL POINTS		27. 910
PCS for Assistance Work In The Human Resources Management Group, GS-0200 dtd. 12/2000			28. GRADE		28. 05

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
31. Name and Title: Marilyn Stetka, Human Resources Specialist (Classification)	
32. Remarks FLSA: N Standard Job#203-05	33. OPM Certification Number

## MASTER RECORD/INDIVIDUAL POSITION DATA

*THIS SIDE TO BE COMPLETED BY THE CLASSIFIER*

A. KEY DATA					
1. FUNCTION (1) <b>A/C/D//R</b>	2. DEPT. CD/AGCY-BUR-CD. (4)	3. SON (4)	4. MR. NO. (6)	5. GRADE (2) <b>05</b>	6. IP NO. (8)

B. MASTER RECORD									
1. PAY <b>GS</b>	2. OCC.SER (4) <b>203</b>	3. OCC FUNC.	4. OFF. TITLE CD <b>0015C</b>	5. OFF. TITLE (38) <b>HUMAN RESOURCES ASST (OA)</b>					
6. HQ.FLD.CD. (1) <b>2</b>	1=HQ 2=FLD	7. SUP.CD. (1) 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   DA   YEAR <b>04   22   02</b>			
11. EARLY RET. CD. (1) 1=Primary 2=Secondary		3=Foreign Svc. Blank=NA	12. INACT/ACT (1) <b>A</b> I=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) <b>N</b> E=Exempt N=Nonexempt	2. FIN. DIS. REQ. (1) <b>O</b> N 0=None 1=CD 219 3=SF 278 4=AD 392	3. POS. SCHED. (1) A=Sched A B=Sched B 0=Excepted but not A, B, C	4. POS. SENS. (1) <b>1N</b> N 0=Nonsensitive 1=Noncritical			5. COMP. LEV. (4) <b>05HB</b>							
6. WK. TITLE CD. (4)		7. WK TITLE (38)											
8. ORG. STR. CD. (18) 1st   2nd   3rd   4th   5th   6th   7th   8th				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)   City(4)   Cnty(3)			14. BUS. CD. (4)	15. DT. LST. AUDIT (6) MO   DAY   YEAR	16. PAS. IND. (1) Blank=N/A 1=PAS	17. DATE EST. (6) MO   DAY   YEAR <b>04   22   02</b>				
18. GD. BASIS. IND. (1) <b>N</b> 1=Rev. when vacant 2=Impact of Person 3=Sup./SGEG			4=Sup./Program 5=RGEG 6=Policy Analysis GEG	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. 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) MO   DAY   YEAR			24. DT. ABOL. (6) MO   DAY   YEAR			25. INACT/ACT (1) <b>A</b> 1=Inact. 2=Act.		26. DT. INACT/REACT (6) MO   DAY   YEAR		27. ACCTG. STAT. (4)	28. INT. ASGN. SER. (4)	29. AGCY. USE (8)	
30. CLASSIFIER'S SIGNATURE						31. DATE							
32. REMARKS  Standard Job #203-05													

**A. Major Duties**

Typical, but not all-inclusive, duties are illustrated by performance of any combination of the following:

*Processing*

- Processes a full range of recurring personnel actions for wage grade, GS, SES and SL positions, including various types of appointments, separations, promotions, changes to lower grade, transfers, within grade increases, or mass change actions; reviews personnel action requests for accuracy and completeness.
- Determines the appropriate nature of action, regulatory authority, and salary to be entered on personnel action requests and supplies necessary codes. Enters the information into the automated data system.
- Establishes Official Personnel Folders (OPFs); when necessary, obtains a consolidated record of prior Federal service.
- Answers basic questions about personnel actions and pay; verifies employment.

*Staffing and Classification*

- Reviews Ad-332, Position Description Cover Sheet for accuracy; distributes position descriptions.
- Prepares vacancy announcements by modifying or updating standardized portions of previous announcements.

*Employment Development*

- Assists Employee Development Specialists in performing a number of training and employee development activities, including the identification of training needs, course design, and the determination of learning objectives.
- Arranges in-house and contract training logistics, ensuring that instructors and participants have needed equipment and classroom space.
- Enrolls employees in training courses.

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*Policy/Employee Relations*

- Provides staff support for one or more specific personnel programs or issue areas (e.g., leave donor program, ethics, SES, labor/employee relations, awards, T&As, etc.): maintains files, logs, and tracking systems; assists with report preparation; prepares correspondence.

**B. Evaluation Factors**

**1. Knowledge Required by the Position** (FLD 1-3: 350 points)

- Knowledge of basic staffing operations and principles (e.g., recruitment sources; locally established staffing priorities and practices) to initiate and coordinate the filling of a variety of recurring vacancies.
- Knowledge of employee development principles and potential subject matter resources to perform technical support work.
- Knowledge of applicable regulations, precedents, and agency directives concerning the specific programs or subject areas to which the incumbent is assigned (e.g., staffing, classification, incentive awards, employee relations, etc.).
- Knowledge of commonly used personnel forms, record keeping procedures, and filing practices.
- Ability to speak and write effectively.
- Knowledge of automated systems and data bases relevant to the assignment area and the ability to manipulate those systems (i.e., the ability to input/extract information); a qualified typist is required.

**2. Supervisory Controls** (FLD 2-2: 125 points)

The supervisor or designee outlines specific tasks to be performed, establishes deadlines and priorities, and explains new procedures and changes in policies. The incumbent follows established procedures in completing recurring tasks.. Deviations, problems, and unfamiliar situations are referred to either the supervisor or a more senior employee. Work is reviewed for technical accuracy, timeliness, and conformance with instructions.

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**3. Guidelines**

(FLD 3-2, 125 points)

Guides include desk manuals, work samples (e.g., previous vacancy announcements), case precedents, classification and qualification standards, agency directives, data processing manuals, and established office procedures. The incumbent must exercise judgment in selecting the proper guidelines to follow and then applying them to individual cases. When guidelines are nonexistent or contradictory, the incumbent will consult with the supervisor or with a Personnel Specialist.

**4. Complexity**

(FLD 4-3, 150 points)

The assignment involves a variety of clerical and administrative tasks in support of various personnel programs and processes. In accomplishing the work, the incumbent must be aware of applicable laws and regulations and make sure that all actions taken are in compliance with established guidelines. He or she must exercise judgment in identifying the scope of a specific problem or issue and determining what needs to be done. The appropriate method or course of action is not always apparent, but must frequently be selected from various possibilities. Flexibility is needed to shift from one task to another in response to shifting priorities.

**5. Scope and Effect**

(FLD 5-2: 75 points)

The purpose of the work is to provide a wide variety of personnel services for employees in the REE mission area. The accuracy and timeliness of the work performed have a direct impact not only on the professional welfare and career objectives of the employees serviced, but may also affect the efficiency of further processes or services provided by the Human Resources Division.

**6/7. Personal Contacts and Purpose of Contacts**

(Level 2B 75 points)

Contacts are generally with all levels of employees, supervisors, union representatives, and administrative staffs in the agencies serviced. Some contacts may also be established with employees in other Federal agencies or in State or local government offices, with employees affiliated with schools or universities, or with the general public.

Contacts are established primarily to provide advice and assistance on personnel matters, exchange information, resolve problems, and solicit cooperation. On occasion, considerable tact and patience may be required in approaching or responding to irate or uninformed individuals.

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**8. Physical Demands**

(FLD 8-1: 5 points)

The work is primarily sedentary. Some walking, standing, bending, and carrying of light items may be required.

**9. Work Environment**

(FLD 9-1: 5 points)

The work is performed in an office setting.

**C. 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: \_\_\_\_\_