

PD No.: 580-3171-0
11/24/2010

POSITION EVALUATION
Human Resources Specialist
(Human Resources Development)
GS-0201-09 Target 11

REFERENCE: (a) OPM /PCS Job Family Position Classification Standard for Administrative Work in the Human Resources Management Group, GS-0200, December 2000; Series Covered by This Standard, Human Resources Management GS-0201; (b) Human Resources Management Letter No. 05/01/04, Position Classification Guide for Application of Position Classification Standards for Administrative Work in the Human Resources Management Group, GS-0200 Series, dated 10/23/01.

BACKGROUND: A GS-09 grade level Statement of Difference for new position description number 580-3171-0 for Human Resources Specialist (Human Resources Development), GS-0201-11 was submitted for classification review and to be established. The standard review will determine the most appropriate title, series, and grade.

By law, a position must be classified solely by comparing the duties and responsibilities to OPM Standards and Guidelines (5 U.S.C. 5106, 5107, and 5112). The comparison to the standards is the exclusive method for classifying positions. Like the Office Of Personnel Management (OPM), the agency Human Resources Management (HRM) must ensure that positions description are based on comparison to OPM standards, guidelines, and consistently with OPM appeal decisions. The signed OF-8 submitted by the supervisors, verifies that the work is an accurate description of the required duties and responsibilities of this position. The agency Human Resources Management Office (HRM) is responsible for reviewing the position description to ensure the accuracy of information, consistency, and compliance with OPM standard and guidelines. The PD must meet the standards of Adequacy as described in the Introduction to the Position Classification Standards., TS-134, July 1995, TS-107, and August 1991. This classification review, sets aside any action previously taken, and is based on the proper classification of this position. This position is classified solely by comparing the current duties and responsibilities to OPM Standards and Guidelines.

SERIES AND TITLE DETERMINATION: The Primary Purpose of the Position is to assess training needs; develop workforce development strategies, goals, objectives and recommendations; develop, execute, evaluate, coordinate and oversee workforce training and career development programs including leadership development, career planning/monitoring, Career Intern, and mentoring, and the development of HR Individual Development Plans (DP); develop, implement and manage Special Hiring and Development Programs that identify and remove barriers to full employment for veterans, women, minorities and the disabled; and, to advise the Michael E. DeBakey VA Medical Center managers, and supervisors on various human resource development (HRD) issues and matters such as career development and counseling services. Serves as principal advisor to serviced activities/organizations on a wide variety of issues and topics related to human resource development, including providing career development and counseling services.

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Incumbent will advise management on how the benefits of a comprehensive, on-going training needs identification and training program will yield positive organization results; and training and HRD problems, needs, and issues that affect individual career progression or that impact on specific occupational groups. Identifies ways to prioritize training and development programs relative to management and needs and points of view; identifies performance deficiencies due to lack of training; provides guidance in developing individual development plans to assist employees in reaching short and long-term career goals; tracks and reports trends in the distribution of training effectiveness, and assesses costs and benefits; and provides career counseling to employees to assist in identifying realistic career objectives and in determining required qualifications and training. Exercises originality and ingenuity in solving problems and develop options related to: reduced productivity; underutilization of employees; low employee morale; obsolete workforce skills; and the challenges of organizations in transition. Conducts detailed planning to gather and interpret information and data for assessing complex training and leadership development problems, issues and unusual circumstances; determines the most effective and efficient approach to meet customer requirements; identifies ways to improve or enhance current training and leadership development services to ensure that services meet management's business objectives; assesses situations that are complicated by ambiguous, disputed, conflicting, and/or incomplete data requiring significant reconstruction to isolate issues and/or problems; participates in analyzing the effects of changes in law and regulations; identifies and clarifies problems and issues to propose recommendations; reconciles conflicting or incomplete information; identifies and extracts additional information; and/or defines the problem in terms compatible with appropriate laws, policies, or regulations. Exercises originality by analyzing and refining existing work methods and techniques; and/or analyzing specific issues and problems by refining existing analytical techniques.

REFERENCE: (a) the GS-0201, Human Resource Management Series covers two-grade interval administrative positions that manage, supervise, administer, advise on, or deliver human resources management products or services. The basic title for position in this series is Human Resources Specialist and is the title this is used for those positions that include two or more specialized human resources functions when none predominates. Human Resources Development is work that involves planning, administering, or evaluating programs designed to develop employees and manage learning in the organization. The parenthetical (Human Resources Development) is added to further identify the duties and responsibilities performed and the special knowledge and skills needed. Based on the above, the appropriate title, series is Human Resources Specialist (Human Resources Development), GS-0201.

GRADE LEVEL DETERMINATION: Reference (a) is used in the evaluation of the non-supervisory duties and responsibilities. This position is evaluated on a factor-by-factor basis using the FES factor level descriptions provided in this standard. The GS-0201 standard is written in the FES format. Positions evaluated under the FES format are compared to nine factors. Levels are assigned for each factor and the points associated with the assigned levels are totaled and converted to a grade level by application of the Grade Conversion Table contained in the position classification standard.

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This position has been established at the developmental level for the purpose of developing the necessary skills, knowledge and abilities required to progress to the full-performance level as described in the attached copy of position description number 580-3171-0. Assignments are pre-selected for developmental purposes progressing from the more common and typical assignments to the more difficult assignment as the incumbent gains knowledge and abilities. . The appropriate grade for the non-supervisory duties for this position is GS-09.

CLASSIFICATION CONCLUSION: Based on the analysis provided, this position is determined to be appropriately classified as Human Resources Specialist (Human Resource Development), GS-0201-09.

FLSA DETERMINATION: The position meets the exemption criteria as defined in 5CFR, Part 551 and subsequent guidance and is therefore determined to be FLSA exempt.