



NATIONAL GUARD POSITION DESCRIPTION

PD#: NGT5093000

Sequence#: VARIES

Replaces PD#: NGN1174000

HR ASST

GS-0203-07

Organization Title:

Release Information:

POSITION LOCATION:

Servicing CPAC: NATIONAL GUARD BUREAU

Installation: VARIES

Region: NATIONAL GUARD

Agency: VARIES

Army Command: VARIES

Command Code: VARIES

POSITION CLASSIFICATION STANDARDS USED IN CLASSIFYING/GRADING POSITION:

Citation 1: JFS ASSISTANCE WORK IN HUMAN RESOURCE MGT GP, GS-0200, DTD DEC 2000

Supervisory Certification: *I certify that this is an accurate statement of the major duties and responsibilities of this 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 constitute violations of such statutes or their implementing regulations.*

Supervisor Name:

Reviewed Date:

Classification Review: *This position has been classified/graded as required by Title 5, U.S. Code in conformance with standard published by the U.S. Office of Personnel Management or if no published standards apply directly, consistently with the most applicable published standards.*

Reviewed By: CHERYL KRISTANT, NGB-J1-TNC **Reviewed Date:** 06/26/2017

POSITION INFORMATION:

Cyber Workforce:

- **Primary Work Role:**
VARIES
- **Additional Work Role 1:** VARIES
- **Additional Work Role 2:** VARIES

Component Designation:

FLSA: NON-EXEMPT

CONDITION OF EMPLOYMENT:

Drug Test Required: VARIES

Financial Mgmt Cert:

Position Designation:
VARIES

Position Clearance: VARIES

Position Sensitivity: VARIES

Sec. Clearance Level:

VARIES

POSITION ASSIGNMENT:

Competitive Area: VARIES

Competitive Level: VARIES

Career Program: VARIES

Career Ladder PD: NO

Target Grade/FPL: 07

Career Pos 1:

Career Pos 2:

Career Pos 3:

<p>FLSA Worksheet: NON EXEMPT</p> <p>FLSA Appeal: NO</p> <p>Bus Code: VARIES</p> <p>DCIPS/CES PD: NO</p> <ul style="list-style-type: none"> • Mission Category: VARIES • Work Category: VARIES • Work Level: VARIES <p>Functional Code:</p> <p>Interdisciplinary: NO</p> <p>Supervisor Status: VARIES</p> <p>PD Status: VERIFIED</p>	<p>Sec. Access (Child Care Bkgd Check): VARIES</p> <p>Emergency Essential:</p> <p>Requires Access to Firearms: VARIES</p> <p>Personnel Reliability Position: VARIES</p> <p>Information Assurance: VARIES</p> <p>Influenza Vaccination:</p> <p>Financial Disclosure: VARIES</p> <p>Financial Disclosure: NO</p> <p>Enterprise Position: VARIES</p> <p>Acquisition Position: NO</p> <ul style="list-style-type: none"> • CAP: • Career Category: • Career Level: 	<p>Career Pos 4:</p> <p>Career Pos 5:</p> <p>Career Pos 6:</p>
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POSITION DUTIES:

This is a Title 5 National Guard Employee position description.

This position is located in the Human Resources Office. The primary purpose of the position is to provide limited technical assistance to Human Resources Specialists within the office and to managers, supervisors, and technicians of the serviced organization for a wide range of human resources matters. Performs work in two or more of the following human resource specialties. May accomplish work through the use of an automated system.

MAJOR DUTIES:

1. Processes a wide range of human resources transactions related to recruitment and placement, classification, employee relations, human resource development, and/or incentive awards. These duties require a technical understanding and knowledge of numerous human resources guidelines, directives, procedures, policies, and precedent situations, which involve analyzing the interrelationships and impact that various personnel actions, in different functional areas, may have on technician personnel.
2. Provides technical assistance in the area of recruitment and placement. Participates in the execution of the merit placement/promotion program. Advises and provides procedural and technical guidance to managers, supervisors, and applicants on recruitment and placement, qualification requirements, merit promotion procedures, transfers, eligibility determinations, methods of recruitment, and initial employment. Reviews and verifies information on requests for vacancies to determine the nature of the staffing action required and to ensure correctness. Prepares and distributes vacancy announcements. Conducts initial interviews and contacts applicants for dual status and Title 5 employment and furnishes information regarding vacancies and mandatory requirements for eligibility in the ARNG/ANG technician program. Analyzes and evaluates individuals' applications to determine basic eligibility. Evaluates relative quality and value of experience, training, education, and performance in relation to requirements of positions for all positions GS-07 and WG-08 and below. Reviews, evaluates and develops specialized qualification requirements, knowledge, skills and abilities statements. Assists the specialist in the recruitment and evaluation of applicants on the basis of need for candidates in special categories (i.e., key staff, handicapped, etc.). Provides advice and assistance in restructuring of positions for fill at lower grades determining selective placement factors, ranking factors, crediting factors, and the degree to which each factor is met. Prepares and maintains records and reports and performs post audits and maintenance of merit promotion files.
3. Assists classification specialist by performing job audits and making classification determinations on a variety of clerical, and technical occupations (GS-07 and below) and Wage Grade occupations

where standards clearly apply. Develops position descriptions for restructuring purposes, and prepares amendments and statements of differences. Interviews supervisors and employees and researches pertinent regulations to gain information relative to the position. Performs a variety of support work for the specialist, such as compiling and tracking program indicators, maintaining records on surveys and position reviews, maintaining reference materials such as position classification and job grading standards, Technician Personnel Regulations, organization charts, position descriptions, and evaluation statements, and monitoring timely implementation of classification releases. Participates in processing classification appeals by ensuring appropriate information is included. Performs position control to ensure validity of personnel and position action requests, and to determine impact on position classification and position management.

4. Provides technical assistance in executing the employee relations program. Provides specific advice and guidance to supervisors, managers and employees on a variety of employee relation's matters, to include resolving minor employee problems. Conducts fact-finding investigations, researches pertinent guidance to assist in problem resolution, and responds to inquiries regarding requirements of proposed actions. Advises on non-controversial issues, such as regulatory and procedural authorities relating to performance and performance-ratings, disciplinary problems, employee dissatisfaction, indebtedness, work habits, unexcused absences, and provides guidance on alternatives and possible solutions. Explains provisions of employee benefits and services programs, to employees and supervisors on matters relating to Workers' Compensation such as determination reassignments and light duty. Coordinates with Department of Labor as necessary.

5. Provides assistance to the Human Resources Development Specialist. Assists in planning and developing courses based on the needs of the organization and workforce. Advises employees and supervisors on available training, determining the appropriateness and effect of the proposed training career development or career enhancement. Recommends substitution of training. Identifies opportunities for training through a variety of sources and recommends for local training. Assists in the development of the annual training plan and surveying the organization to assess training needs. Processes a variety of documents to ensure adequate administration of the training program. Reviews and summarizes course critiques, and identifies and recommends action based on comments. Tracks training budget information and projects short range training costs.

6. Serves as Executive Secretary for the employee recognition awards program. Reviews justifications for adequacy and conformance to established regulations and policies. Provides guidance on required criteria. Explains options to employees when they are dissatisfied with performance ratings. Prepares correspondence relating to the awards program, and ensures all administrative details are complete. Arranges for awards ceremonies.

Performs other duties as assigned.

Fair Labor Standards Act (FLSA) Determination = (NON EXEMPT)

- 1. Availability Pay Exemption** - (e.g., Criminal Investigators, U.S. Customs and Border Protection pilots who are also Law Enforcement Officers).
- 2. Foreign Exemption** - (Note: Puerto Rico and certain other locations do not qualify for this exemption - [See 5 CFR 551.104](#) for a list of Nonexempt areas.)
- 3. Executive Exemption:**
 - a. Exercises appropriate management responsibility (primary duty) over a recognized organizational unit with a continuing function, AND
 - b. Customarily and regularly directs 2 or more employees, AND
 - c. Has the authority to make or recommend hiring, firing, or other status-change decisions, when such recommendations have particular weight.

Note: Shared supervision or "matrix management" responsibility for a project team does not meet the above criteria. Limited "assistant manager" functions or "acting in the absence" of the manager does not meet the above criteria.
- 4. Professional Exemption:**
 - a. Professional work (primary duty)
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- b. Learned Professional, ([See 5 CFR, 551.208.](#)) (Registered Nurses, Dental Hygienists, Physician's Assistants, Medical Technologists, Teachers, Attorneys, Physicians, Dentists, Podiatrists, Optometrists, Engineers, Architects, and Accountants at the independent level as just some of the typical examples of exempt professionals). Or
- c. Creative Professional, ([See 5 CFR, 551.209.](#)) (The primary duty requires invention and originality in a recognized artistic field (music, writing, etc.) and does not typically include newspapers or other media or work subject to control by the organization are just some examples of Creative Professionals). Or
- d. Computer Employee, ([See 5 CFR, 551.210.](#)) (must meet salary test and perform such duties as system analysis, program/system design, or program/system testing, documentation, and modification). Computer manufacture or repair is excluded (non-exempt work).
- 5. Administrative Exemption:**
- a. Primary duty consistent with [5 CFR 551](#) (e.g.; non-manual work directly related to the management or general business operations of the employer or its customers), AND job duties require exercise of discretion & independent judgment.
- FLSA Conclusion:**
- Exempt**
- Non Exempt**

FLSA Comments/Explanations:

Not listed

CONDITIONS OF EMPLOYMENT & NOTES:

1. The incumbent of this position description must have, at a minimum, a completed National Agency Check (NAC) prior to position assignment.
2. Irregular and overtime hours may be required to support operational requirements or contingencies.
3. This position is designated as Essential Personnel and may be subject to duty in preparation for, or in response to, a state emergency or disaster declaration. This designation will not exceed 14 calendar days per year unless otherwise approved in advance by the TAG.

DCPDS Info

Supervisory Level: 8

Position Sensitivity: 1

CyberSecurity Code: NA

FM Certification Code: NA

Drug Test: No

Comp Level Code: G1CL

This Position Description replaces: N1174000

POSITION EVALUATION:

A. Title, Series, and Grade: HR Asst, GS-0203-07.

B. Reference: US OPM Job Family Position Classification Standard for the Assistance Work in the Human Resources Management Group, GS-0200, dated Dec 2000.

C. Background Information: This position was identified for conversion IAW National Defense Authorization Act FY17.

D. Series, Title, and Grade Determination:

1. Series: The Human Resources Assistance, GS-0203, series covers positions in one-grade interval administrative support positions that supervise, lead, or perform human resources (HR) assistance work requiring substantial knowledge of civilian and/or military HR terminology requirements procedures, operations, functions, and regulatory policy and procedural requirements applicable to HR transactions. This work involves performance of support work in two or more HR specialties (i.e. classification, recruitment and placement, employee services, etc.), therefore, meets this definition.

2. Title: The basic title "Human Resources Assistant", without a parenthetical specialty title, is used as the official position title for those positions that include two or more specialized HR functions when none predominates.

3. Grade: See the attached Factor Evaluation System, Position Evaluation Statement.

Factor 1 – Knowledge Required by the Position: FL 1-4 550 points

--Practical knowledge of a wide range of recruitment and placement regulations, policies and procedures including the local merit placement plan, and an understanding of numerous GS and WG occupational qualification requirements to develop vacancy announcements and to analyze and evaluate individuals' basic eligibility for a variety of clerical, and lower graded technical, administrative, wage positions; and/or

--Practical knowledge of position classification rules, regulations, and procedures to provide classification assistance on a variety of clerical, technical, and wage positions, which have standard career patterns, using standards that clearly apply or that are used for cross-series comparison; and/or

--Practical knowledge of employee relations principles and practices and counseling techniques required to perform recurring types of technical work which contribute to morale, motivation or discipline of employees (to include the incentive awards program), and to resolve minor conflicts or problems with employees, supervisors, union officials; and/or

--Practical knowledge of employee development principles to present established course materials such as those covering administrative-related matters, to recommend changes in course curricula, updating course materials; and/or

--Practical knowledge of regulations covering Federal employee benefits.

--Skill in the use of an automated personnel system.

Factor 2 – Supervisory Controls: FL 2-3 275 points

--The supervisor or the functional specialist provides technical guidance in the primary HR specialty and general guidance defining assignments and priorities. Specific guidance is provided on new or unusual problems. The assistant carries out recurring assignments. Specific technical guidance is available from the appropriate functional specialist. Work is reviewed for adherence to instructions, guidelines, and for timeliness.

Factor 3 – Guidelines: FL 3-3 275 points

--The assistant uses a variety of laws and regulations relating to a variety of HR specialties, precedent decisions, state and local instructions and policies, including the union contract. Criteria and examples generally apply, but not specifically. The assistant adapts and interprets guides and uses sound judgment in completing actions and in resolving issues.

Factor 4 – Complexity: FL 4-3 150 points

--The work consists of interpreting and analyzing numerous regulations, policies, and procedures relating to a wide variety of various HR specialties in order to provide advice or counseling to employees and supervisors. Identifies the scope or nature of a situation and determines the need for and obtains additional information through research of pertinent records, identifying trends and patterns, and/or review of technical reference material in order to resolve problems or controversies pertaining to human resources matters. Incumbent carries out different unrelated HR processes to accomplish HR assignments, by identifying; reviewing factual data; and determining the appropriate action to take from a variety of alternatives.

--Work requires understanding of interrelationships of the human resources specialties, such as distinguishing between human resources policy and union contracts when informally resolving complaints/grievances, the proper employment procedures in relation to experience and or education background to determine basic qualifications for vacant positions.

Factor 5 – Scope and Effect: FL 5-3 150 points

--Various technical actions are taken and problems are resolved according to applicable HR management policy or practices. The work products or advice and assistance rendered have a direct effect upon employees serviced. Records and statistical data used for reports affect adequacy and accuracy of agency reports.

--Work has direct effect on the quality and adequacy of employee records, program operations and services provided through the HR office. It also affects the social and economic well being of persons serviced through the state HR office.

Factor 6 – Personal Contacts and**Factor 7 – Purpose of Contacts: Matrix 2-b 75 points**

--Personal contacts are with employees, supervisors, union representatives and administrative staff in the organization served, the general public, and human resources representatives, in moderately structured settings.

--Incumbent regularly has personal contacts, which involve resolving problems, obtaining cooperation of others, or reaching mutual agreements. Considerable tact and diplomacy may be required in dealing with dissatisfied individuals.

Factor 8 – Physical Demands: FL 8-1 5 points

--The work is performed primarily while sitting. Movement is required to obtain records from files or to visit operating offices.

Factor 9 – Work Environment: FL 9-1 5 points

--The assistant works in a comfortable office setting with proper lighting, heating, and ventilation. Occasional travel to work sites, training, etc., may be required.

TOTAL POINTS ASSIGNED: 1485 GRADE: GS-07

E. Conclusion: HR Asst, GS-203-07