

**DEPARTMENT OF ENERGY****Human Resources Specialist (Classification)****GS-0201-13****INTRODUCTION**

This is a standardized position description that is located within and is to be used throughout the U.S. Department of Energy (DOE). The mission of the DOE is to ensure America's security and prosperity by addressing its energy, environmental and nuclear challenges through transformative science and technology solutions. DOE's scope includes work across a very broad range of focus areas to catalyze the timely, material, and efficient transformation of the nation's energy system and secure US leadership in energy technologies; maintain a vibrant US effort in science and engineering as a cornerstone of our economic prosperity with clear leadership in strategic areas; and enhance nuclear security through defense, nonproliferation, and environmental efforts.

This position is in an HR Service Center, Department of Energy (DOE). This position serves as an expert representative of the service center rendering expert advisory and technical services in the areas of classification and position management. The employee provides authoritative policy interpretations on highly complex agency-wide or equivalent issues (e.g., reengineering and improving HR processes); interprets complex legislative, regulatory, and policy guidance to prepare recommendations for management; develops appropriate interventions for management on significant HR issues and concerns; leads teams or independently carries out special projects or studies of considerable scope and depth critical to the resolution of operating issues and problems; and participates as an expert consultant in designing and planning a future workforce that is responsive to dynamic changes in mission and business practices brought on by competing factors such as downsizing, technological advances, and competition in the labor market.

**MAJOR DUTIES**

1. Classification (45%): Serves as an expert representative of the service center rendering expert and authoritative advisory and technical services in the areas of classification and position management. Performs broad-reaching analyses to develop human resources (HR) recommendations that cross traditional functional areas to respond proactively to specific HR challenges. Identifies, analyzes, and evaluates the risks involved in alternative courses of action, and advises management in treating such risks. Proactively keeps management informed of actions, activities, and issues.

Independently classifies, reviews, and implements position descriptions in a variety of occupational series and grades (GS-1 through GS-15), and in consideration of the diverse organizational issues associated with each individual assignment.

Makes final position classification decisions on controversial situations, and works closely with appropriate program 2 officials to determine the impact of those decisions. Exercises considerable originality and ingenuity to overcome a broad range of complexities brought about by the numerous types of different and dynamic occupations represented in the serviced organization (e.g., scientific and engineering, other professional, IT, technical, and assistance occupations, and a variety of hourly occupations); unique job characteristics; and a history of the serviced organization's classification and position management activities, requiring precision in reviewing trends and data involving controversial or precedent-setting cases. Provides authoritative policy interpretations on highly complex agency-wide or equivalent issues (e.g., reengineering and improving HR processes). Interprets complex legislative, regulatory, and policy guidance to prepare recommendations for management.

Provides broad assistance and guidance by researching and analyzing Federal HR classification information and responding to internal and external customers and staff members. Establishes meetings with customers to ensure customer expectations are exceeded and so the customer and Branch Chief maintain a status of all actions for serviced organizations. Serves as a primary point of contact in accomplishing the most complex work assignments in the areas of classification, position management, and organization development, including reorganizations, which involve extremely difficult or complicated projects and which regularly require the identification and resolution of precedent-setting and/or highly controversial operational problems. Develops appropriate interventions for management on significant HR issues and concerns.

Independently conducts position reviews and/or desk audits and as required, prepares evaluation statements in support of final classification, and makes accurate FLRA and FLSA determinations within established timeframes. Conducts classification surveys and other organizational or occupational reviews as needed. Researches, prepares, and/or justifies findings of first-level classification appeals; meets with supervisors and managers at all levels to explain classification procedures, classification findings/results, position management recommendations and/or other corrective actions as required. Maintain case file records for reconstruction purposes.

Exercises initiative in monitoring and managing the assigned workload, and initiates discussions with managers regarding assignments, projects, problems to be solved, actionable events, milestones, program issues under review deadlines and timeframes for completion of actions, and performance expectations. Manages and updates workload tracking systems and ensures supervisors' instructions on work priorities, methods, deadlines, and quality have been met.

Coordinates with other HR Specialists, stakeholders, and other HR Staff to resolve problems related to specific classification/reclassification actions, placement, and recruitment issues, including consideration of specialized occupational, educational and/or certification requirements. Assists management with collateral issues related to the reorganization, realignment, transfer, or abolishment of assigned program functions and organizational responsibilities. 3

Contributes to the development of HR operational policies on a variety of diverse issues. Plans, conducts, and completes studies and projects in cited program areas, providing expert-level advice and service throughout the life of the project as a Senior HR (Classification) Specialist. Develops and recommends guidance, procedures, and work instructions for new and changing program areas. Ensures DOE/SSC practices and business processes are adhered to and deviations are documented and approved prior to implementation.

2. Consultative Services (45%): Reviews and provide expert advisory services to assess problematic or potentially controversial situations which are often out of the ordinary or unusual in nature. Provides expert classification support and guidance for serviced population where work may be complex and dynamic in nature, requiring the incumbent to actively devise new and innovative methods of resolving customer problems, complaints, and other organizational issues. Establishes and maintains effective working relationships with customers and other stakeholders. Collaborates with other Classification Specialists and SSC staff members to provide expert advice and guidance on classification, position management, and/or organizational design to support the strategic goals and initiatives of DOE and the SSC. Implements programs, services, and initiatives to ensure customer needs are met and ensures customer issues and concerns are remedied in a quick and efficient manner. Performs proactive actions to manage customers and is proactive in alerting the supervisor of customer issues and concerns.

Advises DOE managers and the service center staff on the accepted principles and rules of judgment in analyzing contentious and complex individual position and organization structure issues (e.g., resolving borderline pay category issues affecting large numbers of positions, applying broadly written guides to rapidly evolving professional or equivalent occupations, and resolving highly contentious mixed series/mixed grade, interdisciplinary fields, impact of the person on the position, and equivalent issues with widespread internal and potentially external impact). As assigned, represents the service center in coordinating and resolving issues with DOE Headquarters and the Office of Personnel Management on a variety of highly complex issues, situations, and cases.

Participates as an expert consultant in designing and planning appropriate position management strategies to best respond to dynamic changes in mission and business practices brought on by competing factors such as downsizing, technological advances, and competition in the labor market. Leads teams or independently carries out special projects or studies of considerable scope and depth critical to the resolution of operating issues and problems.

3. Process Improvement (10%): Provides continual assessment of the effectiveness of, and provides recommendations to improve, the classification and position management programs and processes. Identifies and recommends the implementation of best practices and program 4

improvements based on expert knowledge and understanding of the programs. Leads or participates in the identification, design, development, and implementation of more efficient ways to deliver classification and position management products and services to assigned organization managers and staff through the use of automated information systems. Identifies ways to use both the intranet and internet to educate managers and employees about programs and options. Provides the design, development, and implementation of more efficient processes, including the use of automated information systems. Provides recommendations for standardization and centralization efforts.

Conducts extensive self-initiated or problem-driven studies to determine what guidance is necessary and feasible to implement effectively the programs for which the organization is responsible. Participates in planning, managing, coordinating, and overseeing projects. Participates as a service center representative on various DOE or government-wide study groups as needed. Leads teams or independently carries out special projects or studies of considerable scope and depth critical to the resolution of operating issues and problems.

Facilitates related functions and shares action items with groups and team members including the establishment of project plans, milestones charts, status reports and other mechanisms used to prepare and present data to customers and stakeholders.

Performs other duties as assigned.

#### FACTORS AND FACTOR LEVELS

Factor 1, Knowledge Required by the Position, Level 1-8 (1550 points)

Mastery of advanced Human Capital Management (HCM) and Human Resources Management (HRM) concepts, principles, laws, regulations, and practices applicable to Federal HR Management and classification, position management, and organizational design, including Title 5 of the US Code, Title 5 of the US Code of Federal Regulations, Comptroller General decisions, Executive Orders, and major court decisions; a wide range of qualitative and quantitative analytical methods and techniques; and seasoned consultative skill sufficient to

- perform a key role in rendering expert advisory service or authoritative policy interpretations on highly complex agency-wide or equivalent issues (e.g., reengineering and improving HR processes) to DOE managers, supervisors and employees on a broad range of complex and controversial issues;
- interpret complex legislative, regulatory, and policy guidance to create and present new insights and innovative approaches in making or supporting organizational improvements; and
- serve as an expert consultant and advisor to management, tailoring HR programs and services to support the organization, developing appropriate interventions for management on significant HR issues and concerns, and improving organizational efficiency and effectiveness.

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Knowledge of the serviced organization's mission, including its legal mandate, customers, products, services, and measures; strategic goals and objectives; culture; business processes; relationships between its organizations and programs; and external and internal environmental factors sufficient to serve as a senior consultant and advisor to management, linking HR activities and services to support the mission and culture of the organization and considering all external and internal factors when providing advice and solutions to managers. Knowledge of the techniques, principles, and policies of program and project management and contract administration, budgeting, and financial control sufficient to lead a team on special projects or studies of considerable scope and depth critical to the resolution of operating issues and problems; plan, manage, coordinate, and oversee assigned HCM projects, including participation in contract administration and oversight; preparation of plans, budgets, milestones, and schedules; and participation in financial control.

Knowledge of, and skill in applying, a variety of automated tools and databases associated with HR information systems and system capabilities, procedures, limitations and retrieval options sufficient to identify areas where automation can effectively eliminate manual systems or enhance current automation to support the organization's activities; participate in the identification of requirements for processes; participate in the development; test, integration, implementation, and maintenance of system improvements or enhancements; make complex retrievals from multiple sources of data; and understand and assure the quality of the data.

Skill in communicating effectively both orally and in writing through reports, correspondence, briefings, presentations, and other media sufficient to represent the organization in justifying, defending, negotiating, or settling matters involving significant or controversial issues.

Skill in establishing and maintaining effective working relationships sufficient to negotiate or resolve matters involving significant or controversial issues and to participate actively in conferences, meetings, hearings, presentations, or working groups involving issues of considerable consequence or importance.

#### Factor 2, Supervisory Controls, Level 2-4 (450 Points)

The supervisor outlines overall objectives and available resources to complete assignments. The incumbent and the supervisor, in consultation, discuss timeframes, scope of the assignment including possible stages, and possible approaches. The incumbent determines the most appropriate principles, practices, and methods to apply in all phases of assignments, including the approach to be taken, degree of intensity, and depth of research needed. Uses initiative to interpret law, regulations, and standards; applies new methods to resolve complex and/or intricate, controversial, or unprecedented issues and problems; resolves most of the conflicts that arise; and keeps the supervisor informed of progress and of potentially controversial matters. The supervisor reviews completed work for soundness of overall approach, effectiveness in meeting requirements or producing expected results, the feasibility of recommendations, and adherence to requirements. 6

#### Factor 3, Guidelines, Level 3-4 (450 Points)

The incumbent uses guidelines and precedents that range from specific to general, including Federal statutes; regulations; OPM and DOE policies and standards; position classification and job grading standards and guidance; significant OPM position classification appeal decisions; and others. Guidelines specific to the most difficult assignments are often scarce, inapplicable, or have gaps in specificity that require considerable interpretation or adaptation for application to issues and problems. The incumbent uses judgment, initiative, and resourcefulness in deviating from established methods to modify, adapt, or refine broader guidelines to resolve specific complex or intricate issues and problems; to research trends and patterns; to develop new methods and criteria; or to propose new policies and practices.

#### Factor 4, Complexity, Level 4-5 (325 points)

The work consists of serving as a senior HR specialist for the serviced organization and as an expert technical advisor on matters applicable to classification, position management, and organizational design. The employee is responsible for addressing and resolving a broad range of varied and complex issues that significantly affect long-range implementation of substantive mission-oriented operational or policy programs throughout the agency; conducting studies to develop responses to management on new requirements in program operations, legislation, or DOE regulations; and analyzing disputed interrelated information that must be reconstructed from circumstantial evidence requiring substantial depth of analysis over a relatively short period. Solutions to problems encountered require a high level of analytical and functional skill, knowledge, and judgment, and the employee exercises considerable originality and ingenuity to satisfy the broad range

of issues brought about by the numerous types of different and dynamic occupations and work environments for which the employee provides advisory services. These include, for example, scientific and engineering, other professional, IT, technical, and assistance occupations, and a variety of Federal Wage System occupations; the organization's history of upheaval; (e.g., numerous changes in staffing levels that precipitate large numbers of challenges, media attention, and turnover); complex, sensitive and controversial compensation issues that require extreme care in review, analysis, and resolution; and requirements to lead team efforts or work individually to conduct broad studies and develop responses to management on new requirements in program operations, legislation, or agency regulations. Decisions regarding what needs to be done include major areas of uncertainty in approach, methodology, or interpretation that result from such elements as continuing changes in programs, technological developments, unknown phenomena, or conflicting requirements.

**Factor 5, Scope and Effect, Level 5-4 (225 Points)**

The work involves resolving or advising on complex position classification and position management problems and issues that typically require analyzing and/or troubleshooting a wide range of unusual conditions; providing expert management advisory services to top agency management; and developing and evaluating program effectiveness for the 7 classification and position management programs. The work also involves evaluating and analyzing a variety of complex problems associated with those programs. Work products produced by the incumbent provide authoritative analyses, information, and recommendations relied upon by supervisory and managerial staff to effect program and/or policy changes in DOE and/or service center HRM, or for decisions on especially sensitive HRM problems or issues. Work products or services affect a wide range of mission activities, both in the headquarters and in the field organizations and contribute to the overall effectiveness of program offices throughout the Department and may serve as a basis for the office to commit to specific courses of action.

**Factor 6, Personal Contacts and Factor 7, Purpose of Contacts, Level 3C (180 Points)**

Personal contacts are with managers, operating officials and employees, both within and outside DOE and the assigned organization, including employees and managers from various levels within the assigned organization, employees and managers in other DOE headquarters and field activities, consultants, contractors, and business executives, in moderately unstructured settings. Contacts include those with DOE and assigned organization officials who are several managerial levels removed from the employee when such contacts occur on an ad hoc basis. Often the employee must recognize or learn the role and authority of each party during the course of the meeting. Persons contacted may be highly antagonistic or have diverse viewpoints and skill is required in obtaining acceptance of recommendations or conclusions or reaching consensus on complex issues.

The purpose of the contacts is to influence and persuade managers and employees to accept findings and recommendations. The incumbent may encounter resistance due to issues such as organizational conflict, competing objectives, or resource problems. The incumbent must be skillful in approaching contacts to obtain the desired result, e.g., achieving compliance with established policies and regulations by persuasion or negotiation.

**Factor 8, Physical Demands Level, 8-1 (5 Points)**

Work is generally sedentary, and does not require any special physical demands. Some travel may be required.

**Factor 9, Work Environment, Level 9-1 (5 Points)**

Work generally takes place in an office environment which is adequately lighted, heated, and ventilated. The work environment involves everyday risks or discomforts that require normal safety precautions.

TOTAL POINTS: 3190

FINAL GRADE: GS-13

GRADE RANGE: 3155 - 3600 8

**Conditions of Employment:** An addendum to this position description shall be prepared each time that it is used to recruit or assign an employee. The Addendum will document specific programs or projects assigned and conditions of employment or other position requirements not already addressed in this section. **SERIES AND TITLE DETERMINATION:** This position is responsible for providing position classification and position management technical advice and services to DOE managers and supervisors in assigned organizations. The incumbent analyzes and resolves complex HR technical problems and presents recommendations to managers. The work requires knowledge of laws, regulations, standards, policies, practices, and procedures pertaining to position classification. This is within the scope of work covered by the GS-0201, Human Resources Management Series, which includes two-grade interval administrative positions that manage, supervise, administer, advise on, or deliver human resources management products or services. The standard authorizes the basic title of Human Resources Specialist for non-supervisory positions and may include addition of an appropriate parenthetical title. The appropriate parenthetical title for this position is Classification. Thus, this position is properly allocated in title and series as Human Resources Specialist (Classification), GS-0201. Functional Code: 00 FLSA EVALUATION OUTLINE

☐ Executive Exemption ☐ Exercises appropriate supervisory responsibility (primary duty) ☐ Customarily and regularly exercises independent judgment ☐ 80% test, if applicable (GS-5/6; Sit I & 2 WS supervisors; law enforcement & firefighter supervisors thru GS-9) ☐ Professional/Learned Professional Exemption ☐ Professional work (primary duty)

☐ Intellectual and varied work (more than dealing with procedures/precedents) ☐ Discretion & independent judgment  
☐ 80% test, if applicable (This virtually never applies since GS-5/6 positions are trainees and other eligible employees are not professional) ☒ Administrative Exemption ☒ Primary duty ☐ Policy or ☒ Management or general business or supporting services or ☒ Participation in the executive/administrative FUNCTIONS of a management official  
☒ Nonmanual office work test ☒ intellectual and significant (more than dealing with procedures/precedents), or  
☐ specialized & technical in nature requiring considerable training/experience ☒ Discretion & independent judgment on matters of significance 9  
☐ 80% test, if applicable  
☐ Computer Employee Exemption  
☐ systems analysis techniques and procedures or  
☐ design, development, etc. of computer systems or programs related to user or system specifications or  
☐ design, development, etc. of computer programs related to machine operating systems  
☐ combination of above.

CONCLUSION: FLSA EXEMPT. Meets Administrative exemption criteria.

**FLSA Comments/Explanations:**

Primary duty consistent with 5 CFR 551.206. Duties require exercise of discretion and independent judgment. Work involves position classification and position management which are directly related to the business operations of the offices served. Incumbent makes decisions that commit the customer to a course of action.