

Competencies Role: HR Advisor

Competency

Competency Description

Characteristics, Behaviors, Attributes, Skills

HR Life-Cycle Management

Focuses on the total life cycle view of human resource management, including hiring, firing, training, developing, and retiring, in human resource planning and advising. Has demonstrable fundamental knowledge of human resource management and systems, including all functional groups of HR practices.

- Has knowledge of total management of human resources, from requirements for mission to retirement of employee.
- Applies knowledge of hiring, firing, training, developing, and retiring employees, and advises others based on their unique situations.
- Identifies needs of customers and provides service accordingly.
- **Continually learns** about respective discipline.
- Aligns HR programs and practices to short- and long-term goals of the organization.
- Manages the cycle of HR, ensuring alignment of processes with organizational goals and mission.

HR Life-Cycle Management

Proficiency Level 1 – Awareness

- Demonstrates familiarity with total life cycle of human resource management
- Identifies needs of customers and provides service accordingly

Proficiency Level 2 – Basic

- Demonstrates understanding of total management of human resources
- Continually learns about respective discipline

Proficiency Level 3 – Intermediate

- Applies knowledge of hiring, firing, training, developing, and retiring employees

Proficiency Level 4 – Advanced

- Advises others on how to hire, fire, train, develop, and retire employees, based on their unique situations

Proficiency Level 5 – Expert

- Aligns HR programs and practices to short- and long-term goals of the organization
- Oversees the cycle of HR, ensuring alignment with organization

The table below displays the proficiency level for the HR Life-Cycle Management competency assigned by grade level (grades 5 through 15).

HR Life-Cycle Management Competency Proficiency Level							
Pay Band							
[pb 1]		[pb 2]			[pb 3]		
Grade Level							
5	7	9	11	12	13	14	15+
Proficiency Level							
1	1	1	2	2	3	4	5