

Competencies Role: HR Specialist

Competency

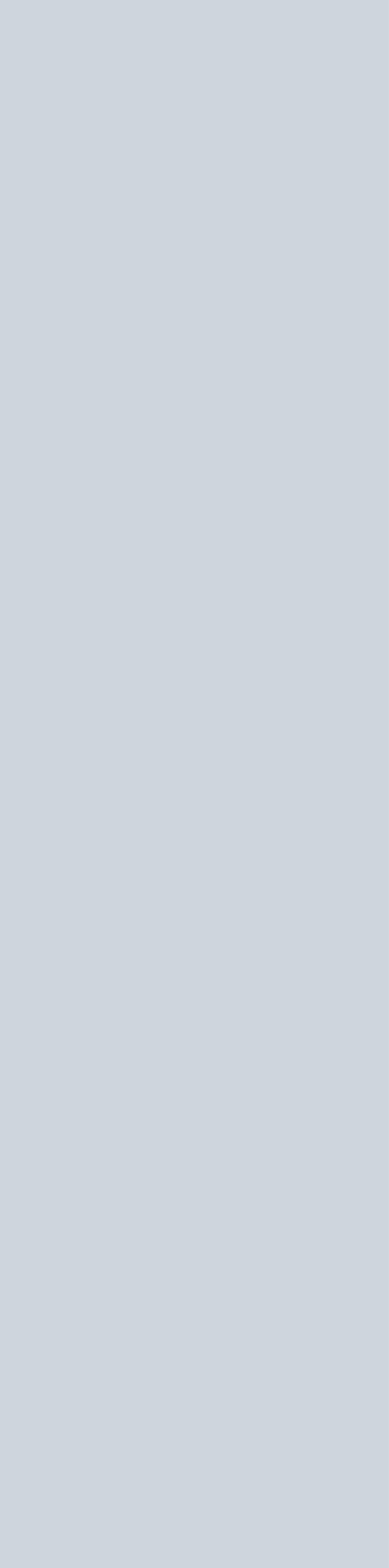
Competency Description

Characteristics, Behaviors, Attributes, Skills

Position Classification

Determining the correct title, series, and grade of a position, and ensuring the accuracy of a position description.

- Apply established government standards and position classification policies to determine the appropriate position pay plan, title, series, and grade.
- Apply Merit Systems Principles and Prohibited Personnel Practices as they relate to position classification in decision making.
- Apply **knowledge of the organization, strategic goals, and culture** in developing, communicating about, and implementing position classification policies.
- Assist managers in describing duties and responsibilities and writing position descriptions.
- Classify a full range of position descriptions at all levels.
- Maintain a central library of position descriptions, master files, and other classification records.
- Provide advice and guidance on position management and reorganizations upon request.
- Implement and process approved realignments and reorganizations.
- Apply new classification standards to existing positions.
- Conduct desk audits upon request from management.
- Evaluate position classification appeals and serve as the first level agency review for inquiries or appeals.
- **Continually learn** about respective discipline.
- Maintain **composure** and **confidence** and **perseveres** when faced with changing demands, priorities, challenges, obstacles, and crises.
- Work with a variety of **diverse situations and people**.
- Demonstrate **flexibility** to change work plans in accordance with changing business situations.
- Assess the duties performed for a specific function including knowledge, skills and abilities that are required to perform that function.

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- Identify standards for performance and other job dimensions.
 - Gather and organize information for occupational and organizational reviews to determine appropriate type and number of positions and placement within the organization.
 - Use critical thinking to analyze organizational and process requirements to determine the number, type and level of positions required; the effective configuration of duties and tasks; and reporting relationships among positions and organizational units.
 - Provide sound advice on organization and/or position structures that will accomplish management goals while recognizing human factors influencing employee motivation and job satisfaction.

Position Classification

Proficiency Level 1 – Awareness

- Demonstrates an understanding of the established government standards and position classification policies for determining the position pay plan, title, series, and grade
- Demonstrates understanding of the organizational structure and culture
- Assists in gathering information for occupational and organizational reviews
- Demonstrates familiarity with standards for performance and other job dimensions

Proficiency Level 2 – Basic

- Applies established government standards and position classification policies for determining position pay plan, title, series, and grade
- Demonstrates an understanding of Merit Systems Principles and Prohibited Personnel Practices as they relate to position classification in decision making.
- Assists managers in describing duties and responsibilities and writing position descriptions
- Assists in maintaining a central library of position descriptions, master files, and other classification records
- Assesses the duties performed for a specific function including knowledge, skills and abilities that are required to perform that function

Proficiency Level 3 – Intermediate

- Applies Merit Systems Principles and Prohibited Personnel Practices as they relate to position classification in decision making.
- Applies knowledge of the organization, strategic goals, and culture in developing, communicating about, and implementing position classification policies
- Classifies a full range of positions at all levels
- Maintains a central library of position classifications, master files, and other classification records
- Implements and process approved realignments and reorganizations
- Applies new classification standards to existing positions
- Conducts desk audits upon request from management

Proficiency Level 4 – Advanced

- Provides advice and guidance on position management and reorganizations upon request
- Identifies standards for performance and other job dimensions
- Evaluates position classification appeals and serve as the first level agency review for inquiries or appeals

Proficiency Level 5 – Expert

- Uses critical thinking to analyze organizational and process requirements to determine the number, type and level of positions required; the effective configuration of duties and tasks; and reporting relationships among positions and organizational units
- Oversees the application of established government standards and position classification policies for determining position pay plan, title, series, and grade in existing or new positions

The table below displays the proficiency level for the Position Classification competency assigned by grade level (grades 5 through 15).

Position Classification 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	2	3	3	4	5	5