

## Competencies Role: HR Specialist

### Competency

### Competency Description

### Characteristics, Behaviors, Attributes, Skills

### SES Program Management

Managing the SES program according to its principles and policies.

- Apply knowledge of the principles, policies, and strategies that are aligned with the goals and management of the Senior Executive Service program.
- Answer questions and provide guidance to management and others inquiring about and need clarification about the program.
- Meet deadlines, timeframes, and all other requirements under the program.
- **Continually learn** about respective discipline.
- Work with a variety of **diverse situations and people**.
- **Maintain composure and confidence and perseveres** when faced with changing demands, priorities, challenges, obstacles, and crises.
- Demonstrate **flexibility** to change work plans in accordance with changing business situations.
- Apply **knowledge of the organization, strategic goals, and culture** in managing, communicating about, and implementing the SES program.

## SES Program Management

### Proficiency Level 1 – Awareness

- Demonstrates familiarity with the principles, policies, and strategies of the Senior Executive Service program

### Proficiency Level 2 – Basic

- Demonstrates understanding of the principles, policies, and strategies aligned with the goals and management of the Senior Executive Service program

### Proficiency Level 3 – Intermediate

- Answers questions and provide guidance to management and others needing information or clarification about the program

### Proficiency Level 4 – Advanced

- Meets deadlines, timeframes, and all other requirements under the program

### Proficiency Level 5 – Expert

- Ensures the principles, strategies, and policies used to guide the goals and management of the Senior executive Service program are aligned with the goals, strategies, and mission of the organization

The table below displays the proficiency level for the SES Program Management competency assigned by grade level (grades 5 through 15).

SES Program 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